



# Employment Opportunity

## Graduate Student Association - University of Waterloo

**Job Title:** Elections Coordinator

**Compensation:** \$30 per hour

**Schedule:** 8 hours per week

**Contract Dates:** September 1, 2022 - August 31, 2023 (renewable with satisfactory performance)

### **Primary Purpose**

The primary purpose of this position is to support the Graduate Student Association's (GSA) elections, referendums, and membership lists within Council, departmental GSAs (dGSAs), select university committees, and the organization's Annual General Meeting.

This position may also serve as the Chief Returning Officer for matters pertaining to the Annual General Meeting.

### **Key Accountabilities**

- Support the delivery and policies/processes pertaining to student elections and referendums within the GSA Council, dGSAs, and Annual General Meeting.
- Attend regular meetings with the GSA General Manager and Vice President (VP) of Administration to coordinate student elections initiatives
- Lead the development, recruitment, and oversight of elections processes and policy within the GSA.
- Deliver relevant training to stakeholders (e.g., new members of Council)
- In conjunction with the GSA Manager and VP Administration, issue communications pertaining to student elections, referendums, and the Annual General Meeting
- Assist in the development or revision of constitutions and referendums for dGSAs and other similar student governance organizations (e.g., Graduate Studies Endowment Fund)
- Continuously update the campus committee list and inform relevant stakeholders (VP(s), committee chairs, etc.) of vacant positions.
- Other tasks as provided by the GSA President and/or GSA VP Administration

### **Required Qualifications**

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail



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## **DIVERSITY AND EQUITY:**

*The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges, and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.*

**APPLICATION:** If you are interested in this position, please send your CV and cover letter (max 1 page) to [gsa-psup@uwaterloo.ca](mailto:gsa-psup@uwaterloo.ca). In your email, use the subject heading "Elections Coordinator Application"

*\*Applications will be accepted until July 29, 2022 at 5:00 PM\**