



Employment Opportunity

Graduate Student Association - University of Waterloo

Job Title: Policy Coordinator

Compensation: \$30 per hour

Schedule: 5 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 review and advocate for changes to the policy suites of the University of Waterloo and the GSA, with the aim of better supporting the academic, social, and professional experience of graduate students.

Key Accountabilities

- Support the review of UW policies pertaining to graduate students and the GSA's political Positions
- Champion discussions pertaining to the creation and maintenance of an on-campus ombudsperson
- Draft and propose new policy instruments to the Executive, Board, and Council
- Participate in relevant campus committees and other GSA initiatives, as determined by the GSA President
- Other responsibilities, as determined by the GSA President

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

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. In your email, use the subject heading "Policy Coordinator Application"

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