



# Employment Opportunity

## Graduate Student Association - University of Waterloo

**Job Title:** Engagement 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 strategic planning and operation of the Graduate Student Association's (GSA) student outreach initiatives.

This position will support ongoing and future student engagement initiatives (e.g., workshops, events, etc.) and will be responsible for growing membership/participation and training of the GSA Board and Council, as well as departmental GSAs (dGSAs).

### **Key Accountabilities**

- Promote the GSA's presence on campus via engagement with students, Departmental GSAs, volunteers, and campus committees
- Attend regular meetings with the GSA General Manager (GM) and Vice President of Administration (VPA) to coordinate new and recurring outreach initiatives
- Lead the engagement and development of departmental GSA's (e.g., coordinate training sessions, organize workshops, etc.)
- Manage dGSAs student fee information and distribute at the beginning of each term
- Manage and expand a GSA volunteer network
- Develop and execute strategies for securing member feedback and increasing student engagement
- Engage with graduate student clubs and explore opportunities for collaboration o  
Lead workshops and training sessions for GSA representatives on campus committees
- Collaborate with the VP Communications and staff on key messaging
- Participate in relevant campus committees, as determined by VPA
- Other tasks as provided by the GSA President and/or VPA

### **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
- Experience with social media networking (e.g. Instagram, Facebook, Twitter)
- 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 "Engagement Coordinator Application"

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