



Employment Opportunity

Graduate Student Association - University of Waterloo

Job Title: Vice President of Administration

Compensation: \$36 per hour

Schedule: 12 hours per week

Contract Dates: August 15, 2022 - August 11, 2023 (renewable with satisfactory performance)

Primary Purpose

The primary purpose of this position is to—under the oversight of the President—lead the operation and strategic planning of the GSA-UW’s administrative, corporate compliance, reporting, and student advising initiatives.

The Vice-President of Administration (VPA) will support the President in developing, executing, monitoring, and evaluating organizational strategies. The VPA will manage support staff dedicated to the organization’s various advocacy portfolios including (but not limited to) student wellness (inclusive of supporting student tribunals and policy grievances), reporting and data visualization, policy development, and student engagement. Collaborating on work plans and strategy under these portfolios would be part of their responsibilities.

Key Responsibilities

- Uphold the GSA-UW mission, vision, values, bylaws, policies, and political positions
- Represent the interests of graduate students on University of Waterloo (UW) committees and to external bodies.
- Support GSA-UW programming and events.
- Manage several members of the GSA-UW executive team, as determined by the GSA-UW President.
- Support GSA-UW governance bodies (e.g., Board and Council).
- Serve as a voting member of the GSA-UW Council.

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 (verbal and written) and interpersonal skills
- Must have excellent attention to detail
- Strong interpersonal and communication (verbal and written) skills
- Demonstrated ability to work in teams and collaborate with persons from diverse backgrounds
- Demonstrated knowledge of the GSA and University of Waterloo
- Ability to work with and build relationships with internal and external partners
- Experience working with a university student organization, serving on committees, developing strategy and policies, and public speaking are assets



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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-president@uwaterloo.ca. In your email, use the subject heading "Vice President Administration Application".

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