Grad Student Liaison Job Description

Hours: Up to 5-10h/week, depending on workload demands
Rate: $40/h
Duration: July 2023 – July 2024
Application deadline: June 12th at 11:59pm

The Grad Student Liaison will support the collection of feedback from graduate students on CCA programming and resources dedicated to graduate students. The Grad Student Liaison will focus on Grad WIL initiatives and conduct student consultations on other Grad-focused programming to ensure that CCA Grad resources and programming are tailored to and meets the needs of graduate students at the University of Waterloo.

The Grad Student Liaison will work closely with Career Education Liaison, Grad WIL Coordinator, career innovation team, and career advisors supporting grad students. The Grad Liaison will collaborate with and receive guidance from the Grad WIL/Career Education Innovation Sub-Team. The role reports to both the Career Education Liaison and the Career Advisor with the Grad WIL Portfolio.

Requirements: Must be currently enrolled in a Graduate program as of Spring 2023.

Responsibilities

- Conduct and co-facilitate multiple consulting sessions and different avenues of gathering feedback (e.g. surveys)
- Organize and communicate with CCA staff and graduate students scheduled consultation times, survey distribution, focus group room bookings, and refreshments
- Connect with folks across the UWaterloo community to promote consultation groups and/or survey in newsletters, social media or through emails
- Collaborate on designing survey and consultation questions for Grad WIL and other graduate student-focused programming
- Building and maintaining relationships with graduate student groups, representatives, and other stakeholders to inform graduate student-centered resource development
- Opportunity to collaborate on presentations and other deliverables to share findings from Grad WIL and general graduate student consultations
- Support the Career Education Liaison in planning, co-facilitating and/or note-taking for in-person/virtual graduate student consultations
- Analyze findings from consultations and surveys to create deliverables
- Plan creative approaches to increase graduate student outreach and feedback loops

Required Skills and Experience

- Strong communication and interpersonal skills, particularly in regards to team collaboration, building relationships, facilitating group settings
- Excellent organization skills in managing multiple projects, scheduling consultation timings, promoting feedback approaches to the UWaterloo graduate student community and attention to detail
• Experience in facilitating consultation and focus groups an asset
• Ability to conduct qualitative feedback collection and analyze qualitative data
• Experience with equity-informed and trauma-informed approaches to consultation and survey design an asset