Executive Support Specialists 1 & 2

Reports to: The General Manager

Jobs Reporting (Job Titles): None

Location: Main Office

Term: May 1 – April 30

Wage: 10 hours/week at $17.50

General

- Abide by and uphold the mission, vision, and values, and the bylaws and policies of the Association.
- Promote high morale throughout the GSA by serving as a role model for equity and inclusivity.
- Promote the physical and mental health of graduate students, GSA staff, and GSA volunteers.
- Attend meetings of the GSA staff, report on assigned tasks, and brief, consult, and advise other members of staff as appropriate.

Vision & Leadership Support

- At the request of the President, and under the supervision of the General Manager, assist in the development, execution, monitoring, evaluation and reporting of and on an annual work plan for the Association.
- At the request of the President, and under the supervision of the General Manager, assist in the development, monitoring, and reporting of and on an annual budget for the Association.
- At the request of the President, assist in identifying potential nominees to advocate on behalf of the Association to the University through seats on University committees and other University bodies that make decisions or that advise on decisions that affect graduate students.

Advocacy Support

- At the request of the President, and under the supervision of the General Manager, assist in providing support for advocacy on behalf of the Association to the Senate, Senate committees, and other senior level university committees.
- At the request of the Vice-President, and under the supervision of the General Manager, assist in providing support for advocacy on behalf of the Association to the
Canadian Alliance of Student Associations, the Ontario Graduate Student Alliance, and the Kitchener-Waterloo Town & Gown Committee.

Association Governance Support

- At the request of the President, and under the supervision of the General Manager, assist in providing support for briefing, consulting, and advising the Council and the Council Executive Committee on social, political, and academic issues and decisions affecting graduate students.

Special Projects Support

- At the request of the President, and under the supervision of the General Manager, assist with special projects approved by the Executive Committees of the Council and/or the Board of Directors.

Nature and Scope

Interpersonal Skills:

- Strong communication skills; works as part of a team and collaborates with colleagues; interacts with persons of various social, cultural, economic, and educational backgrounds; acts in a diplomatic manner; and establishes and maintains strong working relationships.

Level of Responsibility:

- Support role.

Decision-Making Authority:

- Decision-making authority delegated from time to time by the President.

Physical and Sensory Demands:

- Attention to detail, report writing, large volume of reading material at times.

Working Conditions:

- There may be unusual hours or schedules, multiple and/or tight deadlines beyond one’s control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year). This position will not be expected to work over hours (more than 10 per week).