Governance Support Specialist

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 Association by serving as a role model for equity and inclusivity.
- Promote the physical and mental health of graduate students, Association staff, and Association volunteers.
- Attend meetings of the Association staff, report on assigned tasks, and brief, consult, and advise other members of staff as appropriate.

Association Governance Support

- At the direction of the General Manager, assist in providing support to the Council and its committees and the Board of Directors and its committees, including the execution of notices, preparation and circulation of agendas and agenda packages, and the taking of minutes.
- At the direction of the General Manager, assist in ensuring the maintenance of the Association’s archives.
- At the direction of the General Manager, assist in providing governance training for new officers, directors, and councillors.

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).