Job Description

**Job Title:** GSA Vice-President  
**Reports To:** GSA President  
**Job Status:** Temporary Appointment (Contract)  
**Wage:** 20 hours per week at University of Waterloo TA Rate  
**Term of Office:** August, 2018– April, 2019

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**Primary Responsibilities**

- The Vice President will support the President in providing leadership for the Graduate Student Association-University of Waterloo (GSA-UW), both internally and externally, and accomplishing the Ends of the GSA-UW.
- The Vice President will uphold the GSA-UW mission, vision, and values, and the bylaws and policies of the Association.
- The Vice President will support the President in developing, executing, monitoring and evaluating organizational strategies for communication, graduate student engagement, and advocacy.
- The Vice President will represent the interests of graduate students on University of Waterloo (UW) committees and to external bodies.
- The Vice President will support the President in developing operational policies and guidelines.
- The Vice President will serve as a member of the GSA-UW Council.

**Key Accountabilities**

The Vice President will support the President in providing vision & leadership by:

- Assisting in creating a work plan for development, execution, monitoring, evaluation and reporting of strategies for communication, graduate student engagement, and advocacy
- Assisting with special projects aimed at accomplishing Ends of the GSA-UW
- Representing the interests of graduate students to UW and external bodies
- Representing the GSA-UW at events and functions as requested by the President
- Assisting with other executive duties from time to time

The Vice President will support the President in advocacy efforts by:

- Assisting with the development, execution, monitoring, evaluation and reporting of strategy for the advocating on behalf of the GSA-UW to UW as well as to the municipal, provincial, and federal government
- Assisting with building and maintaining relationships with UW offices and external partners
- Advising the GSA-UW Council on social, political, and academic issues and decisions affecting graduate students
- Assisting with recruiting graduate student representatives to sit on UW committees and providing orientation to appointed representatives
- Assisting with developing guidelines for evaluating and monitoring performance of graduate student representatives on UW committees

The Vice President will support the President in graduate student engagement efforts by:

- Assisting with the development, execution, monitoring, evaluation and reporting of graduate student engagement strategy
- Working closely with GSA-UW staff to plan events every semester for engaging graduate students politically, intellectually and socially
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- Working closely with GSA-UW staff to plan and organize outreach events to engage the community and create awareness
- Assisting with designing and administering surveys on various issues affecting graduate students as well as analyzing and reporting survey results

The Vice President will support the President in communication efforts by:
- Assisting with the development, execution, monitoring, evaluation and reporting of internal communications strategy for the GSA-UW
- Assisting with the development, execution, monitoring, evaluation and reporting of strategy for external communications with graduate students, UW partners, external partners and other stakeholders

Qualifications
- Graduate student enrolled at the University of Waterloo
- Strong interpersonal and communication (verbal and written) skills
- Ability to work in teams and collaborate with persons from diverse backgrounds
- Experience serving in the GSA-UW or other student association is an asset
- Experience developing strategy and policies is an asset
- Experience serving on committees is an asset
- Experience in public speaking is an asset

Nature and Scope
Level of Responsibility:
- Senior leadership, reporting to the President

Decision-Making Authority:
- Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the President

Physical and Sensory Demands:
- Minimal demands typical of a senior position operating within an office environment
- Attention to detail, report writing, large volume of reading material at times, attendance and active participation at meetings

Working Environment:
- Exposed to stress and pressure associated with senior level responsibilities
- There may be unusual hours or schedules, and multiple tight deadlines beyond one's control