



Now Hiring Leadership Positions with the GSA

The GSA Board of Directors is seeking applications for five corporate officers.

Job descriptions may be viewed on the following website:

<https://uwaterloo.ca/graduate-student-association/governance>

The deadline to receive your application is 12:00 PM on February 25, 2015.

- To apply for a position, please submit a cover letter and resume or CV to gsaoffice@uwaterloo.ca.
- Your cover letter should outline your interest in working with the GSA, and relevant experience.
- Please state the position to which you are applying in the subject line of your email using one of the following choices:
Job-President, Job-Vice President, Job-SAO, Job EAO-CASA, Job EAO-OGSA
- Applications received after the deadline will not be considered and will be deleted from the email record.
- All applicants will be contacted regarding the status of their application.

1.) GSA President

Term in Office: May 1, 2015 – April 30, 2016.

Workload: 100 hours/month

Eligibility:

- The President will be enrolled in Graduate Studies at the University of Waterloo.
- The President must maintain enrollment in graduate studies at Waterloo while in office.
- Enrolment status will be changed to “Part-time” while serving as President.

Experience

- Minimum one (1) year active participation in the GSA-UW preferred, and/or demonstrated experience working with a graduate student association.
- Participation in university level committees is an asset
- Demonstrated experience chairing committees, working knowledge of Robert’s Rules of Order.
- Demonstrated fundamental understanding of financial statements.
- Experience with policy development is an asset
- Familiarity with Ontario corporate law.

- Experience in public speaking an asset.
 - Well developed communication skills, oral and written.
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2.) GSA Vice President

Term in Office: May 1, 2015 – April 30, 2016.

Workload: 80 hours/month

Eligibility:

- The Vice President will be enrolled in Graduate Studies at the University of Waterloo.
- The Vice President must maintain enrollment in graduate studies at Waterloo while in office.
- Enrolment status will be changed to “Part-time” while serving as Vice President.

Experience

- Minimum one(1) year active participation in the GSA-UW preferred, and/or demonstrated experience working with a graduate student association.
 - Participation in university level committees is an asset
 - Demonstrated experience chairing committees, working knowledge of Robert’s Rules of Order.
 - Demonstrated fundamental understanding of financial statements.
 - Experience with policy development is an asset
 - Familiarity with Ontario corporate law.
 - Experience in public speaking an asset.
 - Well developed communication skills, oral and written
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3.) Student Affairs Officer

Term in Office: May 1, 2015 – April 30, 2016.

Workload: up to 40 hours/month

Eligibility:

- The Student Affairs Officer will be enrolled in Graduate Studies at the University of Waterloo.
- The SAO must maintain enrollment in graduate studies at Waterloo while in office.

Experience

- Minimum one (1) year active participation in the GSA-UW preferred, and/or demonstrated experience working with a graduate student association.
- Participation in university level committees is an asset
- Demonstrated experience chairing committees, working knowledge of Robert’s Rules of Order.
- Fundamental understanding of financial statements.
- Experience with policy development is an asset
- Familiarity with Ontario corporate law.

- Experience in public speaking an asset.
 - Well developed communication skills, oral and written
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4.) External Affairs Officer - CASA

Term in Office: May 1, 2015 – April 30, 2016.

Workload: 10-20 hours/month

Eligibility:

- The External Affairs Officer will be enrolled in Graduate Studies at the University of Waterloo.
- The EAO must maintain enrollment in graduate studies at Waterloo while in office.

Experience

- Minimum one (1) year active participation in the GSA-UW preferred, and/or demonstrated experience working with a graduate student association.
 - Sound knowledge of student issues, lobbying efforts, and policy development.
 - Demonstrated experience chairing committees, working knowledge of Robert's Rules of Order.
 - Fundamental understanding of financial statements.
 - Familiarity with Ontario corporate law.
 - Experience in public speaking an asset.
 - Well developed communication skills, oral and written
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5.) External Affairs Officer - OGSA

Term in Office: May 1, 2015 – April 30, 2016.

Workload: 10-20 hours/month

Eligibility:

- The External Affairs Officer will be enrolled in Graduate Studies at the University of Waterloo.
- The EAO must maintain enrollment in graduate studies at Waterloo while in office.

Experience

- Minimum one (1) year active participation in the GSA-UW preferred, and/or demonstrated experience working with a graduate student association.
 - Sound knowledge of student issues, lobbying efforts, and policy development.
 - Demonstrated experience chairing committees, working knowledge of Robert's Rules of Order.
 - Fundamental understanding of financial statements.
 - Familiarity with Ontario corporate law.
 - Experience in public speaking an asset.
 - Well developed communication skills, oral and written
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