Programs & Services Specialist 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 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.

Unit Association Support

- Under the supervision of the General Manager, assist in the development and execution of the Association’s equity and wellness programs and services.
- Under the supervision of the General Manager, assist in the development and execution of the Association’s student initiative funding program(s).
- Under the supervision of the General Manager, liaise with the Student Success Office for the development and execution of the university-wide new graduate student orientation programming.
- Under the supervision of the General Manager, develop and implement GSA-specific programming for university-wide new graduate student orientation.
- Under the supervision of the General Manager, and in collaboration with the Graduate House Manager, oversee the development and execution of the orientation welcome reception at the Graduate House.
- Under the supervision of the General Manager, oversee the development and execution of the GSA’s fall, winter, and spring welcome week programming.
- Under the supervision of the General Manager, oversee the development and execution of an annual social programming plan.

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).