

GSA-UW Research Assistant

Job Title: GSA Research Assistant

Reports to: GSA-UW General Manager

Works closely with: GSA President, GSA Vice President, GSA Student Affairs Officer

Grade: Contract part time – 10 hours per week

Effective Date: November 1st, 2016 - April 30th, 2017

Payment: 17.50/hour

Primary Responsibilities:

- The Research Assistant will work closely with both the GSA President and Vice President to assist them in executing the directives of the Board of Directors and Council
- The Research Assistant will uphold the organization's Mission, Vision, and Values and their work will be guided by the GSA-UW Strategic Plan
- Primarily deals with researching policies, preparing documents and briefing reports for the President and Vice President, and assisting the President and Vice-President in various other research capacities.

Specific Task Requirements:

- Assist in Drafting Policies
 - The Research Assistant will assist in drafting policies, as needed.
- Assist in Drafting Terms of References and Memorandum of Understandings
 - The Research Assistant will provide assistance in drafting Terms of References and Memorandum of Understandings, as needed.
- Preparing Briefing Reports
 - The Research Assistant will be responsible for reviewing meeting documents, researching prominent PSE trends and providing briefing reports to the GSA President and GSA Vice President.
- Special Projects
 - The Research Assistant will be assigned tasks from time-to-time, including data gathering and reporting, to assist the GSA President and Vice President with representing the best interests of graduate students on special projects.
- Policy & Advocacy Campaigns and Projects
 - It will be the responsibility of the Research Assistant to provide the GSA President with research on selected local, provincial, and federal advocacy campaigns and projects as well as on various university policy's from other institutions that have recently been undertaken or enacted and may affect the GSA-UW and its membership.

Position Requirements

Eligibility:

- The Research Assistant will be enrolled in Graduate Studies at the University of Waterloo and a member of the GSA-UW.
- The Research Assistant will remain enrolled in graduate studies throughout the duration of their employment.

Those not Eligible:

- Directors of the GSA-UW are not eligible to apply to be the Research Assistant.

Experience:

- Experience working with a graduate student association, while not required is an asset.
- Participation in university level committees, while not required is an asset.
- Experience with policy development is an asset.
- Familiarity with Ontario corporate law is an asset.

Nature and Scope

The suitable candidate must be a graduate student (Masters and/or PhD) and will have a good understanding of the graduate student experience at the University of Waterloo. They will be self-motivated and adaptable with the ability to work under pressure. The successful candidate will need to take initiative, be creative and flexible, and possess the ability to work closely with others. The ideal candidate will be organized, and effective at preparing documents in a timely manner.

Interpersonal Skills:

Excellent public speaker, strong communication skills (written and oral), presentation skills, and strong team work skills. Outgoing, friendly, and diplomatic.

Level of Responsibility:

Accountable for completing all assigned tasks in a timely manner, and reporting to the GSA-UW General Manager.

Physical and Sensory Demands:

Attention to detail, report writing, large volume of reading material at times, research skills, attendance and active participation at meetings.