

## Call for Applications



<b>Job Title:</b>	GSEF Vice-Coordinator
<b>Organization:</b>	Graduate Student Endowment Fund (GSEF)
<b>Hours:</b>	Approximately 20-30 hours/semester
<b>Compensation:</b>	1/6 domestic tuition per year
<b>Effective date:</b>	September 1, 2025 – August 31, 2026

### **ABOUT GSEF**

Established in 2002, the Graduate Studies Endowment Fund (GSEF) is a non-profit organization created and governed by graduate students for graduate students. Through student contributions and endowment growth, GSEF supports projects and initiatives that promote graduate studies, research, and overall student life. For more information, please visit our website at <https://uwaterloo.ca/graduate-studies-endowment-fund/>.

### **POSITION SUMMARY**

We are seeking a motivated graduate student to serve as the Vice-Coordinator of GSEF. This role focuses primarily on managing our digital presence and creating engaging promotional content to increase awareness of GSEF among the graduate student community. The Vice-Coordinator will work closely with the Coordinator and Treasurer to serve GSEF Board of Directors (BOD) and Project Review Committee (PRC). This position will require 20-30 hours per semester.

### **RESPONSIBILITIES**

#### **Digital Marketing & Outreach (Primary Focus)**

- Collaborate with the Coordinator to promote GSEF initiatives throughout the graduate student community.
- Manage and update the GSEF website regularly with project updates, success stories, and relevant content.
- Create promotional materials to post on our Instagram and website using design tools like Canva.
- Document and showcase funded projects through photography and written content.

#### **Meeting Participation & Administrative Support**

- Attend GSEF meetings, take detailed meeting minutes and distribute to stakeholders.

<ul style="list-style-type: none"> <li>• Assist the Coordinator in managing and overseeing GSEF operations.</li> <li>• Chair meetings when the Coordinator is unavailable.</li> <li>• Meet monthly with the Coordinator and Treasurer for planning and coordination.</li> </ul>
<b>Leadership transition planning</b> <ul style="list-style-type: none"> <li>• Serve as potential successor to the Coordinator role (subject to BOD approval).</li> <li>• Maintain institutional knowledge and ensure smooth transitions.</li> <li>• Provide on-boarding training to the next Vice-Coordinator.</li> </ul>

## **QUALIFICATIONS**

<b>Education</b> <ul style="list-style-type: none"> <li>• Current full-time or part-time graduate student at University of Waterloo.</li> <li>• Must maintain student status through August 31, 2026.</li> </ul>
<b>Technical Skills</b> <ul style="list-style-type: none"> <li>• Proficiency with Microsoft Office Suite.</li> <li>• Experience with Canva or similar design platforms (preferred).</li> <li>• Social media management experience, particularly Instagram.</li> <li>• Willingness to learn basic web content management skills.</li> </ul>
<b>Competencies</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Strong organizational and time management abilities.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Initiative-taking mindset with process improvement focus.</li> <li>• Meeting facilitation and minute-taking experience (preferred).</li> <li>• Previous experience promoting projects, events, or organizations (asset).</li> </ul>

## **Application Requirements**

1. Cover Letter (1 page maximum)
  - Highlight relevant qualifications and experience.
  - Explain your interest in GSEF and this role.
  - Confirm availability for interviews in late July 2025.
2. Resume (2 pages maximum)
  - Focus on relevant experience in communications, marketing, leadership, or student involvement.
  - Include any technical skills and design/social media experience.

## **How To Apply**

**Email applications to:** [gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca)

**Subject Line:** GSEF Vice-Coordinator Application 2025-2026 – [Your full name]

*Alternatively, applications may be submitted through WaterlooWorks.*

**Contact Information**

GSEF Coordinator: Thinh Bui

Email: [gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca)

*GSEF is committed to creating an inclusive environment for all graduate students. We encourage applications from candidates of all backgrounds and identities.*