

# GSEF Coordinator Job Description

<b>Job Title:</b>	Coordinator
<b>Positions Reporting:</b>	Vice-Coordinator, Treasurer
<b>Organization:</b>	Graduate Studies Endowment Fund (GSEF)
<b>Compensation:</b>	1/3 <sup>rd</sup> domestic tuition per term
<b>Hours:</b>	Approximately 40-60 hours/term
<b>Effective date:</b>	May 1, 2021 - April 30, 2022

## Primary Purpose

The Coordinator is responsible for the management and activities of GSEF. By sitting on the Project Review Committee and Board of Directors, the Coordinator works with other Committee and Board members to support initiatives to improve the academic, social, and overall experience of graduate students at the University of Waterloo.

## Key Accountabilities

### **Board of Directors**

- Organize and chair meetings of the Board, including preparation of the agenda
- Facilitate discussion and decision-making regarding budget planning and other issues related to the expenditure of GSEF funds
- Propose and develop new initiatives (and refine existing ones) that will improve the social and/or academic experience of grad students
- Present an annual report on GSEF activities at the Annual General Meeting of the Graduate Student Association

### **Project Review Committee (PRC)**

- Organize and chair meetings of the PRC, including preparation of the agenda
- Coordinate the collection of project applications and respond to any questions or concerns applicants have regarding the application/review process
- Facilitate the decision-making process as PRC members recommend the amount of funding provided to each applicant
- Present a summary of the applications and the recommendations to the GSEF Board for final approval
- Communicate with applicants
- Communicate with the GSEF Treasurer regarding project winners and any issues that may arise regarding funding

### **Recruiting and Promotion**

- Update the GSEF website
- Publicize GSEF by working with the Vice-Coordinator

# GSEF Coordinator Job Description

- Recruit/select graduate students to sit on the PRC and the Board
- In conjunction with the current Treasurer and Vice-Coordinator, hire the next Vice-Coordinator, Treasurer, and Coordinator

## Qualifications

### **Education**

- Current University of Waterloo graduate student for the duration of the appointment
- If a full-time student, follow the criteria outlined in <https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/full-time-students>

### **Experience**

- Intermediate experience with Microsoft Excel and Microsoft Word is an asset.
- Experience serving on committees is an asset.
- Experience coordinating schedules and organizing meetings is an asset.
- Previous experience with reviewing submitted documents (e.g. refereeing papers, marking lab reports, etc.) is preferred.

### **Knowledge/Skills/Abilities**

- Able to take initiative
- Proven attention to detail
- Possess leadership qualities
- Methodical approach to tasks; strong organizational skills
- Personable and possesses strong written and verbal communication skills
- Ability to work independently as well as know when to consult with others

### **Application materials:**

- 1-page cover letter highlighting qualifications and confirming the availability for an interview in mid-March.
- Resume focusing on relevant experience. The applicant is expected to have a flexible schedule and self-manage their workload.

### **Application instructions:**

Interested candidates have until **March 8, 2021** to email their cover letter and resume to the GSEF Coordinator (Matthew Robbins) at [gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca).

