



GRADUATE STUDIES ENDOWMENT FUND

UNIVERSITY OF WATERLOO

Job Title:	Graduate Studies Endowment Fund (GSEF) – Board of Directors Representative
Organization:	Graduate Studies Endowment Fund (GSEF)
Hours:	2-5 hours per academic term
Compensation:	Volunteer
Effective date:	January 1, 2027 – December 31, 2027 (1-year term, option to be flexible)

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 dedicated graduate students to serve as Directors on the GSEF Board of Directors. As a Board member, you will play a vital role in the strategic governance of GSEF, overseeing operations, approving funding decisions, and ensuring the organization effectively serves the graduate student community. This is an excellent opportunity to gain experience in non-profit governance while making a meaningful impact on graduate student life at UW. This position will require 2-5 hours per term. Start and end terms are flexible. We are looking for:

- 1 x Faculty of Health Representative
- 1 x Faculty of Arts Representative

RESPONSIBILITIES

Strategic Governance & Decision-Making

- Review and approve funding recommendations from the Project Review Committee
- Participate in discussions and voting on GSEF's annual budget
- Evaluate and approve new initiatives proposed by the Coordinator or Long-Range Planning Committee
- Oversee the overall operations and strategic direction of GSEF
- Monitor compliance with GSEF Constitution and bylaws
- Review financial reports and ensure responsible stewardship of funds
- Represent graduate student interests in organizational decision-making
- Contribute to long-term strategic planning initiatives

Leadership & Appointments

- Participate in the selection and appointment process for new Coordinators and Treasurers
- Provide guidance and support to GSEF leadership team
- Ensure proper succession planning and institutional knowledge transfer

Board Participation

- Attend Board meetings (typically 1-hour online meeting per semester)
- Prepare for meetings by reviewing materials and agenda items
- Submit electronic votes on time-sensitive matters between meetings
- Respond promptly to GSEF-related emails and communications

Time Commitment Breakdown

- Small project applications: 5-10 minutes per application for review and voting
- Large project applications: 10-20 minutes per application for comprehensive evaluation
- Board meeting: 1 hour per semester
- Meeting preparation: 1 hour per semester
- Total review time: Varies by semester based on application volume (typically 2-5 hours per semester)

QUALIFICATIONS

Education

- Current full-time or part-time graduate student at University of Waterloo
- Must be enrolled in the faculty you will represent

Core Competencies

- Strong analytical and critical thinking skills
- Excellent written communication abilities
- Sound judgment and decision-making capabilities
- Ability to evaluate projects fairly and objectively

- Time management skills to meet review deadlines

Leadership & Experience

- Demonstrated leadership experience in academic, professional, or volunteer settings
- Understanding of non-profit governance principles (preferred)
- Previous board, committee, or organizational experience (asset)
- Knowledge of graduate student needs and university systems (asset)
- Experience with budget review or financial oversight (asset)

APPLICATION REQUIREMENTS

1. Cover Letter (1 page maximum)

- Keep it short and simple. We just want to get to know you!
- Explain your interest in serving on the GSEF Board of Directors
- Highlight relevant experience in evaluation, leadership, or committee work
- Describe how you would represent your faculty's interests

2. Resume (2 pages maximum)

- Focus on academic background, leadership experience, and relevant skills
- Include any experience with project evaluation, funding, or committee participation

Application deadline: October 9th, 2026

HOW TO APPLY

Online Form: [Application to GSEF Board of Directors – Fill out form](#)

Please forward any questions or concerns to Chenelle Caron-Godon at
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.