



GRADUATE STUDIES ENDOWMENT FUND

UNIVERSITY OF WATERLOO

Job Title:	GSEF Coordinator
Organization:	Graduate Studies Endowment Fund (GSEF)
Hours:	Approximately 40-60 hours/semester
Compensation:	1/3 domestic tuition per year
Effective date:	September 1, 2026 – August 31, 2027

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 and organized graduate student to serve as the Coordinator of the Graduate Studies Endowment Fund (GSEF). The Coordinator is the ambassador and operational manager of GSEF. As the chair of both the Board of Directors and the Project Review Committee (PRC), the Coordinator is responsible for the overall management, governance, and day-to-day activities of the organization. The coordinator's responsibilities include overseeing project funding cycle, facilitating meetings, and representing GSEF to the broader graduate student community and university stakeholders. This position requires approximately 40–60 hours per semester.

RESPONSIBILITIES

Board of Directors

- Plan and facilitate Board meetings, including preparation of the agenda and gathering of relevant documents and materials.
- Facilitate discussion and decision-making regarding budget planning and other issues related to the expenditure of GSEF funds.
- Develop and refine new/ existing initiatives that will improve the social and academic experience of graduate 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, streamlining project applications for review, and collecting and summarizing comments from PRC members.
- Manage the project application inbox, responding to questions and inquiries from students throughout the application and review process.
- Facilitate the PRC's funding recommendation process for each applicant and present a summary of applications and recommendations to the Board for final approval.
- Communicate decisions to applicants and work with the Treasurer to address any issues related to fund disbursement and reimbursement.

Recruiting and Promotion

- Update the GSEF website with relevant announcements, accepted projects, and other updates.
- Develop and implement communication and marketing strategies to raise awareness of GSEF among graduate students, including giving presentations at appropriate events.
- Collaborate with the GSPA, GSA, and other university partners to run events and joint promotions.
- Recruit and select graduate students to serve on the PRC and the Board.
- In conjunction with the Vice-Coordinator and Treasurer, lead the hiring of the next Vice-Coordinator, Treasurer, and Coordinator to preserve institutional knowledge and ensure a smooth transition.

QUALIFICATIONS

Education

- Current full-time or part-time graduate student at University of Waterloo.
- Must maintain student status through August 31, 2027.

Technical Skills

- Proficiency with Microsoft Office Suite.
- Experience serving on committees or in student leadership roles is an asset.
- Experience coordinating schedules and organizing meetings is an asset.
- Basic familiarity with web content management is an asset.
- Experience chairing meetings and presenting to groups.
- Previous experience reviewing submitted documents (e.g., refereeing papers, marking lab reports, etc.) is preferred.

Competencies

- Demonstrated ability to take initiative and proven attention to detail.
- Strong leadership qualities and familiarity with resources available to graduate students at the University of Waterloo.
- Methodical approach to tasks with strong organizational skills.
- Personable with strong written and verbal communication skills.
- Ability to work independently as well as awareness of when to consult with others.

APPLICATION REQUIREMENTS

1. Cover Letter (1 page maximum, bullet points are accepted)
 - Highlight relevant qualifications and experience.
 - Explain your interest in GSEF and this role.
 - Confirm availability for interviews in June 2026.
2. Resume (2 pages maximum)
 - Focus on relevant experience in project management, leadership, and communications, including student leadership or outreach roles.

Application deadline: Friday, June 5, 2026

HOW TO APPLY

Email applications to: gsef@uwaterloo.ca

Subject Line: GSEF Coordinator Application 2026-2027 – [Your full name]

Contact Information

GSEF Coordinator: Think Bui

Email: 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.