



# GRADUATE STUDIES ENDOWMENT FUND

## UNIVERSITY OF WATERLOO

<b>Job Title:</b>	Graduate Studies Endowment Fund (GSEF) – Project Review Committee Faculty Representative
<b>Organization:</b>	Graduate Studies Endowment Fund (GSEF)
<b>Hours:</b>	2-5 hours per academic term
<b>Compensation:</b>	Volunteer
<b>Effective date:</b>	September 1, 2025 – August 31, 2027 (2-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 graduate students to serve as Faculty Representatives on the GSEF Project Review Committee (PRC). As a Faculty Representative, you will play a crucial role in evaluating funding applications and ensuring that GSEF resources are allocated fairly and effectively to support meaningful graduate student initiatives across the university. This position will require 2-5 hours per term. We are looking for:

- 1 x Faculty of Health Representative (September 2025-2027).
- 1 x Faculty of Arts Representative (September 2025-2027).
- 1 x Faculty of Environment Representative (September 2025-2027).
- 1 x Faculty of Math Representative (September 2025-2027).

- 2 x Faculty of Engineering Representatives (January 2026 – 2028).
- 1 x Faculty of Science Representative (January 2026 – 2028).

Start and end terms are flexible.

## **RESPONSIBILITIES**

### **Application Review & Evaluation (Primary Focus)**

- Review project funding applications submitted by graduate students.
- Evaluate applications based on merit, feasibility, and alignment with GSEF objectives.
- Provide written feedback and voting for each application.
- Make funding recommendations to the Board of Directors.

### **Application Assessment Time Commitment**

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

### **Leadership transition planning**

- Serve as potential successor to the Coordinator role (subject to BOD approval).
- Maintain institutional knowledge and ensure smooth transitions.
- Provide on-boarding training to the next Vice-Coordinator.

### **Faculty Representation**

- Represent the interests and perspectives of graduate students within your faculty.
- Ensure fair consideration of applications from your faculty.
- Provide subject matter expertise when evaluating discipline-specific projects.

## **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.

### **Experience & Knowledge**

- Understanding of graduate student needs and challenges.

- Familiarity with research and academic project planning (preferred).
- Previous experience in evaluation, assessment, or committee work (asset).

## **APPLICATION REQUIREMENTS**

1. Cover Letter (1 page maximum)
  - Explain your interest in serving on the PRC.
  - 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.

## **HOW TO APPLY**

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

**Subject Line:** GSEF PRC Representative Application - [Your Full Name – Faculty]

*Alternatively, applications may be submitted through WaterlooWorks.*

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### **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.*