



GRADUATE STUDIES ENDOWMENT FUND

UNIVERSITY OF WATERLOO

Job Title:	Treasurer
Organization:	Graduate Studies Endowment Fund (GSEF)
Reports to:	Coordinator of GSEF
Hours:	Approximately 10 hours/month
Compensation:	Equivalent to the TA hourly rate
Effective date:	January 1, 2027 – December 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 well-organized graduate student to serve as Treasurer of the Graduate Studies Endowment Fund (GSEF). The Treasurer plays a key role in overseeing the fund's financial management and ensuring sound financial planning and accountability. This position requires approximately 10 hours per month.

The Treasurer is responsible for gathering, reviewing, and processing financial information to support GSEF's internal decision-making, including the allocation of funds to various activities and projects. As a member of the Project Review Committee and the Board of Directors, the Treasurer works closely with the coordinator to assess GSEF's financial capacity to support proposed projects and activities, evaluate their financial implications, and inform responsible funding decisions.

KEY ACCOUNTABILITIES

1. Ongoing Financial Responsibilities and Support to the Coordinator

- Process and approve relevant forms submitted by the GSEF project award winners, such as request for payment, purchase requisition, casual payment, etc.
- Process and review transactions pertaining to the GSEF account ledger with information from UW's financial accounting system. Review and reconcile GSEF's revenue and expenses each semester. Provide relevant financial analysis to aid GSEF's decision making.
- Assess GSEF finances termly and present the findings of the analysis to the GSEF team, including opt-out analysis, spending, etc.
- Authorize large expenditures and assists students with initiating, processing, tracking, and claiming reimbursements of GSEF approved purchases, which will be conducted through various means of correspondence.
- Respond to inquiries from award winners regarding accessing approved funds and assists them in finding appropriate resources (e.g., Grad House catering, UW Plant Operations, etc.).
- Ensures that the award disbursement complies with the GSEF Project Review Committee decision/GSEF Board of Directors approval.
- Take on additional responsibilities as requested by the GSEF Coordinator.

2. Annual and Termly Reports and Presentation/Attendance at Meetings

- Prepares annual and termly financial reports. Presents and leads discussion of financial reports at GSEF Board meetings. Addresses questions from the Board related to GSEF's financial position.
- Participates in GSEF Project Review Committee meetings (once per month).
- Attends meetings of the Long-Range Planning Committee.
- Collaborate with the GSPA, GSA, and other university partnerships to coordinate the payments of join projects.

QUALIFICATIONS

Education

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

Technical Skills

- Proficiency in Microsoft Office Suite, particularly Excel, for budgeting and financial tracking.
- Knowledge of financial management, expense tracking, and fund allocation.
- Adept with reviewing financial documents, invoices, receipts, and reimbursement claims.
- Experience reviewing proposals, assessing budgets, and maintaining financial records is an asset.
- Experience working on Power BI is an asset.

Competencies

- Strong organizational skills including time-management, record keeping, and tracking reimbursement timelines.
- Personable with effective communication skills, both written and verbal.
- Attention for detail especially in assessing project proposal, financial documentation, and budgets.
- Ability to work independently and in collaboration with different groups.

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 November 2026.
2. Resume (2 pages maximum)
 - Focus on relevant experience in financial management, analysis, and reporting including student leadership in similar roles.
 - Current position as a graduate student and projected date of completion

Application deadline: Wednesday, November 11th, 2026

HOW TO APPLY

Email applications to: gsef@uwaterloo.ca

Subject Line: GSEF Treasurer Application 2027 – [Your full name]

Contact Information

Please direct any questions or concerns to the GSEF Coordinator.

GSEF Coordinator: **Chenelle A. Caron-Godon**

Email: gsef@uwaterloo.ca

We encourage all graduate students to apply and look forward to reviewing your application!