



GRADUATE STUDIES ENDOWMENT FUND

UNIVERSITY OF WATERLOO

<u>Job Title:</u>	<u>Coordinator</u>
Organization:	Graduate Studies Endowment Fund (GSEF)
Positions reporting:	Vice-Coordinator, Treasurer
Financial support:	1/3rd domestic tuition per year
Hours:	Approximately 40-60 hours/semester
Effective date:	May 1 st , 2024 – April 30 th , 2025

PRIMARY PURPOSE

The Coordinator is responsible for the management of the daily operations 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 and gathering relevant documents and materials
- 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, streamlining project applications for review, and collecting and summarizing comments from the PRC

- 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 regarding the decision on their application while addressing additional questions or concerns
- Communicate with the GSEF Treasurer regarding project awardees and any issues that may arise regarding the funding and reimbursement process

Recruiting and Promotion

- Update the GSEF website with relevant announcements and updates
- Collaborate with the GSPA, GSA, and other groups to run events and promotions
- Publicize GSEF by developing communication and marketing strategies
- Recruit and 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 and student leadership roles is an asset
- Experience coordinating schedules and organizing meetings is an asset
- Previous experience with reviewing submitted documents (e.g., reviewing papers, marking lab reports, etc.) is preferred.

Knowledge/Skills/Abilities

- Able to take initiative and proven attention to detail
- Possess leadership qualities and knowledge of resources relevant to graduate students at the University of Waterloo
- Methodical approach to tasks; strong organizational skills
- Personable and possesses strong written and verbal communication skills
- Ability to work independently as well as awareness of 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 1st 2024, to email their cover letter and resume to the GSEF Coordinator (Sana Shah) at gsef@uwaterloo.ca.