

## Job Description

<b>Job Title:</b>	Vice-Coordinator
<b>Organization:</b>	Graduate Studies Endowment Fund (GSEF)
<b>Reports to:</b>	Coordinator of GSEF
<b>Financial support:</b>	1/6 domestic tuition per year
<b>Hours:</b>	Approximately 20 hours/semester
<b>Effective date:</b>	September 1, 2021 – August 31, 2022

### Primary Purpose

The Vice-Coordinator of GSEF will assist and support the Coordinator on the GSEF Board of Directors (BOD). Upon the end of the Coordinator's term, the Vice-Coordinator may be offered the position of Coordinator to ensure institutional knowledge is preserved, subject to approval of the BOD.

### Key Accountabilities

<b>Support the Coordinator</b> <ul style="list-style-type: none"><li>• Assist the Coordinator in managing and overseeing GSEF.</li><li>• Review applications from graduate students to fill the positions on the BOD and Project Review Committee (PRC) and make recommendations to the PRC and BOD.</li><li>• Work with the Coordinator to develop new initiatives and refine existing ones.</li></ul>
<b>Meetings</b> <ul style="list-style-type: none"><li>• Attend BOD meetings as well as those of the PRC.</li><li>• Chair meetings in the absence of the Coordinator.</li><li>• Record and distribute the minutes of each meeting.</li><li>• Meet monthly with the Coordinator.</li></ul>
<b>Outreach</b> <ul style="list-style-type: none"><li>• Regularly update the GSEF website with accepted projects and images of past projects.</li><li>• Collaborate with the Coordinator to develop and strengthen GSEF's communication strategies.</li><li>• Work with the BOD to promote GSEF initiatives to the UW graduate student community.</li></ul>

## Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• Full-time or part-time graduate student for the duration of the appointment. .</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Prior experience with minute taking and administrative roles.</li><li>• Previous experience in developing communication strategies and marketing material is preferred.</li><li>• Previous experience in promoting projects/events is an asset.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Intermediate experience with MSOffice Word, Excel and presentation/meeting platforms as used at the university.</li><li>• Strong written and verbal communication skills.</li><li>• Ability to work independently or in a group.</li><li>• Strong organizational skills.</li><li>• Ability to manage change and take the initiative to improve processes.</li><li>• Enthusiasm for supporting the academic, professional, and social experiences of graduate students at the University of Waterloo.</li><li>• Good knowledge of the University of Waterloo organizational structures, or willingness to learn.</li></ul>

### Application materials:

- Maximum one-page cover letter highlighting qualifications and confirming the availability for an interview in late July.
- Maximum two-page resume focusing on relevant experience. The applicant is expected to have a flexible schedule, be able to take the initiative, and self-manage their workload.

### Application instructions:

Interested candidates have until **June 14, 2021** to email their cover letter and resume to the GSEF Coordinator (Monica Bustos) at [gsef@uwaterloo.ca](mailto:gsef@uwaterloo.ca).