

Job Title: Vice-Coordinator

Organization: Graduate Studies Endowment Fund (GSEF)

Reports to: Coordinator of GSEF

Financial support: 1/6 domestic tuition per year

Hours: Approximately 20 hours/semester

Effective date: September 1, 2020 – August 31, 2021

Primary Purpose

The Vice-Coordinator of GSEF will assist and support the Coordinator on the GSEF Board of Directors (BOD). In the Coordinator’s absence, such as chairing meetings of the Board or Project Review Committee. 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

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| <p>Support the Coordinator</p> <ul style="list-style-type: none"> • Assist the Coordinator in managing and overseeing GSEF • 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. • Work with the Coordinator to develop new initiatives and refine existing ones |
| <p>Meetings</p> <ul style="list-style-type: none"> • Attend BOD meetings as well as those of the PRC • Chair meetings in the absence of the Coordinator • Record and distribute the minutes of each meeting • Meet monthly with the Coordinator |
| <p>Outreach</p> <ul style="list-style-type: none"> • Regularly update the GSEF website with accepted projects and images of past projects • Work with the BOD to promote GSEF initiatives to the UW graduate student community |

Qualifications

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| Education <ul style="list-style-type: none">• Full-time or part-time graduate student until August 31, 2021 |
| Experience <ul style="list-style-type: none">• Prior experience with minute taking is preferred• Previous experience in promoting projects/events is an asset |
| Knowledge/Skills/Abilities <ul style="list-style-type: none">• Intermediate experience with Microsoft Word• Strong written and verbal communication skills• Ability to work independently or in a group• Strong organizational skills• Ability to manage change and take the initiative to improve processes |

Application materials:

- 1-page cover letter highlighting qualifications and confirming the availability for an interview in late August
- 2-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 **August 12, 2020** to email their cover letter and resume to the GSEF Coordinator (Matthew Robbins) at gsef@uwaterloo.ca.