



PRISM Leadership Team Position Description 2026-2027

Position Title:	PRISM Leadership Team
Department:	SJU Student Affairs
Reports to:	PRISM Program Coordinator, Student Leadership and Service Coordinator
Contract Period:	Fall 2026, Winter 2027, Spring 2027

General Accountability

PRISM Leadership Team members are accountable to the PRISM Program Coordinator and the Student Leadership and Service Coordinator, and ultimately St. Jerome's University. The Leadership Team directs the activities of St. Jerome's Queer Students' Association, PRISM.

Nature and Scope

PRISM is a student association created to support queer students and allies at St. Jerome's University. PRISM's activities include providing educational events related to the queer student experience, coordinating community building, advocating for students through formal and informal connections to the institution, and participating in outreach events to connect with prospective students.

The PRISM Leadership Team facilitate monthly programming that reflects the needs and interests of the PRISM community and encourages a sense of belonging to St. Jerome's University. Responsibilities include but are not limited to, building relationships with students, administration and logistics coordination of programming, and budget management.

Contract Period

PRISM Leadership team members are contracted in their role beginning Fall 2026 until June 30, 2027. For the Spring 2027 term, PRISM Leadership team members are expected to be present for particular Pride events in June specifically.

All Leadership team members must complete the online and in-person portions of Student Affairs Leadership Training.

Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

Roles and Responsibilities:

1. General

- Collaborate with team members to facilitate interest-based programming for the PRISM community that reflects PRISM's mission and values and align with the learning goals outlined by Student Affairs and St. Jerome's mission and vision.
- Build relationships with students and foster a strong sense of belonging to the SJU and PRISM communities through inclusive and welcoming programming.
- Facilitate at least monthly programming for the PRISM community.
- Attend weekly team meetings and PRISM events.
- Refer students to campus supports and resources when appropriate.
- Promote and model mutual respect, constructive feedback, effective communication, and teamwork.
- Manage schedule to ensure academic and personal needs are balanced with the PRISM leadership role.
- Understand and practice equity, diversity, and inclusivity in all aspects of the PRISM leadership role.

2. Program Coordinator

- Facilitate regular meetings with the PRISM leadership team.
- Liaise with Student Affairs and other St. Jerome's staff members as necessary, including attending regular meetings with the Student Leadership and Service Coordinator.
- Collaborate with other senior student leaders including attending regular CORE meetings.
- Facilitate regular check-ins with leadership team members.
- Ensure all PRISM activities align with the values of St. Jerome's University and PRISM's mission and values.
- Advocate on behalf of queer students to appropriate St. Jerome's departments and committees when necessary.
- Maintain relationships with campus partners (including GLOW, Peer Health, SVPRO, EDIRO, and the SRF Department) including attending events of other organizations.
- Work with Administrator to monitor SJUPRISM@uwaterloo.ca email account.
- Document team's work with a term end document to pass on to future teams.

3. Administrator

- Promote PRISM activities through regular social media posts and pass along student requests to relevant leadership team members.
- Maintain contact lists of campus partners, and PRISM student community members.
- Oversee PRISM budget and spending with support from the Student Leadership and Service Coordinator.
- Maintain inventory of created resources, booth and event supplies.
- Monitor the SJUPRISM@uwaterloo.ca email account and respond to emails on a regular basis.

4. Community Engagement Coordinator

- Connect interested students to the PRISM community through in person and digital communication.
- Send regular engagement emails to PRISM community members, including welcoming new members, and providing opportunities for members to support PRISM events (including Open Houses, set up for other events etc.).
- Raise student concerns with the Program Coordinator and/or the Student Leadership and Service Coordinator.
- Respond to student requests through social media messages on a regular basis.

5. Events Coordinator

- Take the lead on planning and facilitating monthly PRISM events with support from team members.
- Coordinate with the Student Leadership and Service Coordinator for event logistics including booking spaces and equipment.
- Manage event supplies and purchase necessary items including ordering food.
- Delegate event tasks to PRISM team members.
- Create promotional materials for events and advertise through appropriate channels.
- Update House points from events.

Academic Requirements and Qualifications

- a) Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term.
- b) Demonstrated support of the queer community.
- c) Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College.
- d) Capacity to excel independently as well as a member of a team.
- e) Strong desire to work in a team environment within the St. Jerome's community.
- f) Willing to obtain SafeTALK Suicide Alertness certification (at no cost to you).

Conditions of Employment

This is a part-time position and the hours are expected to be flexible and correspond with the happenings of student life.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.

Co-op/Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with Student Affairs, you must make that apparent to the Student Leadership and Service Coordinator and the PRISM Program Coordinator. There are additional requirements that co-op students must follow should they hold a position within Student Affairs which can be provided upon successful hiring.

Important Dates

PRISM Leadership Team members are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role. If changes are required, PRISM team members will be notified in a timely manner.

Pre-Service Orientation and Information Session	April 2026 (half day)
Online training modules (asynchronous)	Summer 2026
Student Leader August Training (in-person)	August 24- September 4 2026 (required to live in residence for the entirety of training)
Fall Orientation Week	September 5 – 12, 2026
Fall Open House	November 2026 (1 day)
March Open House	March 2027 (1 day)
Ongoing professional development sessions	Once per month
Pride Celebrations	June 2027

Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.