

## **Job Description: Elections and Engagement Coordinator**

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**Reports To:** VP Admin

**Hours:** 8 hrs/week

**Wage:** \$26.00/hr

**Vacation Entitlement:** 4% vacation pay

**Effective Date:** August 10<sup>th</sup>, 2026

**End Date:** August 31<sup>st</sup>, 2027 (renewable with satisfactory performance)

### **Primary Purpose**

This position's main purpose is to conduct the GSA Council elections and training, to allow for smooth transition of councilors within the GSA. This position is also responsible for supporting the departmental GSAs (dGSAs) throughout the term including the beginning of term meeting, answering any questions they might have and ensuring financial responsibilities are being upheld. This position also manages the volunteers and the opportunities the GSA has to offer the students. Finally, this role will concern itself with the management of the GSA committees and graduate students who sit on these committees.

### **Core Responsibilities**

- Promote the GSA's presence on campus via engagement with students, dGSAs, volunteers and campus committees

- Lead the development, recruitment of elections' process, as well as policy development pertaining to council elections, within the GSA
- Manage dGSA students fee information and distribution at the start of each term
- Manage and expand GSA volunteer network
- Support the delivery and policies/processes pertaining to student elections within the GSA Council
- Initiate programs and policies to enhance dGSA relationship with GSA and council
- Deliver relevant training to stakeholders (e.g., new members of Council, graduate students on University Wide committees)
- Assist in the development and revision of constitutions and referendums for dGSAs and other similar student governance organizations (e.g., Graduate Studies Endowment Fund)
- Continuously update the campus committee lists and inform relevant stakeholders (e.g., VPs, committee chairs, etc.) of vacant positions
- Develop and execute strategies for securing member feedback and increasing student engagement
- Other tasks as provided by the VP of Administration and/or President

### **Required Qualifications**

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills.
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo.
- Outstanding written, communication, and editing skills.
- Time-management and organizational skills.
- Ability to work with and build relationships with internal and external partners

### **DIVERSITY AND EQUITY:**

*The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.*