GRADUATE STUDENT ASSOCIATION
UNIVERSITY OF WATERLOO

Job Description: Equity Coordinator

Job Title: Equity Coordinator
Reports To: Vice President of Advocacy
Hours: 8 hrs/week
Wage: $26.00/hr
Start Date: December 7th, 2026
End Date: August 31st, 2027 (With potential for contract renewal based on performance evaluations)

Primary Purpose

The Equity Coordinator will co-lead the GSA Equity Strategy and advocacy initiatives, alongside the Vice President of Advocacy, with feedback and guidance from the Vice Presidents and President. Initiatives will include promoting gender and racial equity on campus, and advocating for graduate students that are racialized, Black, Indigenous, disabled (a term covering a broad range and degree of conditions), members of the 2SLGBTQ+ community and/or international students.

Additional responsibilities pertaining to the GSA's operations may be set by supervisor on an ongoing basis.

Core Responsibilities

- Advocate for on-campus initiatives and funding to support gender, racial equity and international student support
- Work with the Vice President of Advocacy to organize and deliver programming and events focused on gender, racial equity and international students
- Support community spaces that service graduate students that are racialized, Black,

Indigenous, disabled, 2SLGBT+ and/or international students
- Foster international graduate student community outreach initiatives
- Work with on-campus (e.g., AccessAbility Services, Human Rights, Equity and Inclusion, Glow, Women's Centre) and off campus stakeholders to develop programs and services for graduate students
- Develop reports and presentations to the GSA-UW Council on the state of equity within the GSA-UW and on progress of GSA-UW advocacy initiatives
- Participate in relevant campus committees, as determined by GSA President and/or Vice President of Advocacy

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
- Must be able to demonstrate knowledge of equity issues and initiatives pertinent to a student association, graduate education, Waterloo Region, and Canada.
- Must approach gaps in knowledge with humility, and be willing to learn and grow alongside the GSA-UW team and staff
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail

DIVERSITY AND EQUITY:

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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.