GSEF Coordinator Job Description

Appointment: 1st September 2017 until 30th August 2018

Pay: 1/3rd domestic tuition scholarship per term

Load: It varies greatly from week to week, but averages around 40 hours/term

Minimum Qualifications:

- A full-time graduate student until September 2018
- Availability on campus for training during the Spring/Summer 2017 term

GSEF Coordinator Duties:

- Communicate through the gsef@uwaterloo.ca address to accept applications, set up meetings with the applicants, follow up with successful applicants, and populate the board and policy review committee
- Organize termly meetings of the GSEF Board, and two meetings of the GSEF PRC
- Prepare funding applications for distribution to the PRC, attend the PRC meetings and communicate recommendations to the Board for approval
- Prepare agenda package for the GSEF Board meetings, write Coordinator report for the Board to report on the withdrawal rate, current GSEF activities as well as PRC recommendations
- Communicate with successful applicants and ensure they use the logo / any publicity materials GSEF has to distribute
- Should be comfortable chairing the GSEF PRC and Board meetings, communicating in an authoritative way
- An applicant who is detail-oriented, has a methodical approach to tasks, possesses good communication skills, and is personable is preferred
- The incumbent is strongly encouraged to take on additional responsibilities as desired, including researching new funding initiatives and putting proposals together

Application Materials: To be delivered to gsef@uwaterloo.ca

- 1 page cover letter highlighting qualifications, confirming the full-time commitment until August 2016 and confirming the availability for interview
- 2 page resume or CV focusing on leadership, communication and management experience. The applicant is expected to have a flexible schedule and be able to take initiatives and self-manage

Application Deadline: April 24th 2017 at noon