



Brock University Graduate Students' Association

Job Description for Associate Vice President, International 2022-2023

Notice: Posting and Position Description for Associate Vice President, International

To: Members of the Brock University Graduate Students' Association

Position Title: Associate Vice President, International (volunteer)

Reports To: GSA's Vice President, Equity & Inclusion and the GSA Executive Committee

Applications Open: October 14, 2022

Applications Close: October 28, 2022 at 4pm EST

Duration of term: November 7, 2022 – April 30, 2023

SECTION A - PRIMARY JOB FUNCTION

1 – About Brock University's Graduate Students' Association (GSA)

The Brock University Graduate Students' Association (GSA) represents the interests of approximately 2000 graduate students at Brock University, including master's and PhD students. All full-time and part-time graduate students are members of the GSA. The GSA, in conjunction with Brock University and other campus partners, provides members with many services from health and dental coverage, bus pass access as well as workshops and access to student space.

In keeping with the University's commitment to Equity, Diversity and Inclusion (EDI) throughout the hiring process the Graduate Students' Association's commitment to increase diversity in positions of influence. We are actively committed to diversity and the principles of employment equity and invite applications from all qualified candidates. Women, Aboriginal peoples, members of visible minorities, people with disabilities, two-spirit as well as lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons are encouraged to apply and to voluntarily self-identify as a member of a designated group as part of their application.

2 – General Position Information

A summary of the position is attached below. Please be aware that these have been taken from the specific position description. The workload may vary throughout the year depending on any additional responsibilities arising from direction and priorities of the Vice President, Communications and Advancement, or the executive's designate, as well as the Executive Committee.

While the nature of the work will change depending on the time of term and expectations of the Executive, the successful candidate should expect a workload of roughly 1 to 3 hours per week.

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Students should not apply if it will jeopardize their academic responsibilities, the progress of their research, or the timely completion of their degree. Co-op students, who are not able to commit to a six (6) month continuous term, are not eligible to apply.

3 – Specific Position Responsibilities

The Association Vice President, Digital Communications shall:

- A) Assist the Vice-President, Equity and Inclusion in ensuring effective representation for international graduate students within the GSA and the broader campus community.
- B) Provide an update/report to the GSA Executive/Board, when required, on information surrounding the GSA's efforts focused on international graduate student advocacy and engagement.
- C) Assist the Vice-President, Equity and Inclusion in developing and promoting any events, programming or opportunities focused on international graduate students.
- D) Maintain close communication with the Vice-President, Equity and Inclusion, meeting on an as needed and agreed upon basis.
- E) Act as a resource for the any GSA committees to support discussions around international graduate student concerns, specifically the Equity and Inclusion Committee and any related sub-committees.
- F) Act as a resource for the any GSA committees to support discussions around international graduate student concerns, specifically the Equity and Inclusion Committee and any related sub-committees.
- G) Equity and Inclusion Committee and any related sub-committees. Perform additional duties as may be required by the Vice-President, Equity and Inclusion or the GSA Executive Committee, pursuant to the limitations of Document 027.

4 – General Position Responsibilities

In addition to the specific position responsibilities list above, the Associate Vice President, Digital Communications is expected to:

- A) Maintain close communication with the GSA Vice-President, Equity and Inclusion as well as other members of the Executive Committee members when necessary;
- B) Represent, where required, the GSA membership on university committees;
- C) Actively engage with the GSA membership to ascertain the needs of graduate students and to encourage members' participation in GSA events;
- D) Attend international orientation presentations for new graduate students and help to integrate new graduate students into Brock University.

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E) Any additional responsibilities as delegated by the GSA VP Equity and Inclusion or Executive Committee.

SECTION B: POSITION REQUIREMENTS

1 – Specific Position Criteria

- A) Knowledge of equity issues and anti-oppression tactics
- B) Strong facilitation skills
- C) Strong oral and written communications skills
- D) Excellent planning, organization, and time management skills
- E) Ability to resolve conflict in an effective and diplomatic manner
- F) Ability to work independently or as part of a team

2 – General Position Criteria

- A) Be a registered full or part-time graduate student in good standing at Brock University and a Class I Member of the GSA
- B) Not have a co-op term for the entire time they will hold office

3 – Additional Qualifications

- A) International graduate student experience is considered an asset.
- B) Owing to the nature of campus meetings and engagement, it is preferred that the candidate have residence in Ontario (Canadian and international students are both eligible to stand, but you will ideally maintain a residence in Ontario during your tenure as this is not a virtual position).

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. While the GSA will consider all applications received, please note that only those selected for interview will be contacted.

For more information about this position, please contact Alex Wilder, Vice-President, Equity and Inclusion, at equity@brockgsa.ca.

The Graduate Students' Association represents the interests of all graduate students at Brock University. At registration, all graduate students at Brock become members of the GSA. The GSA is the independent voice of graduate students on campus and is recognized by Brock University as the official representative of Brock graduate students.

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