



# **Brock University Graduate Students' Association**

*Job Description for Associate Vice-President, International - 2021*

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

**To: All Interested Applicants and Members of the  
Brock University Graduate Students' Association (GSA)**

POSITION TITLE: Associate Vice-President, International  
REPORTS TO: GSA VP Equity and Inclusion, GSA Executive  
DATE: July 12<sup>th</sup>, 2021  
CLOSE: July 26<sup>th</sup>, 2021 at 4:00pm  
DURATION OF TERM: Aug 9<sup>th</sup>, 2021 – April 30<sup>th</sup>, 2022  
REMUNERATION: Volunteer

### **SECTION 1: PRIMARY JOB FUNCTION**

#### **1) ABOUT THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION**

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, provide 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 invites 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 from direction and priorities of the VP Equity and Inclusion, as well as the GSA Executive Committee. Pursuant to Document 027 this is an unpaid, volunteer position.

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 2 to 5 hours per week.

#### **Application Period:**

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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 twelve (12) month continuous term, are not eligible to apply.

### **3) SPECIFIC POSITION RESPONSIBILITIES:**

The Associate Vice-President, International 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 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. Attend meetings of GSA Board, Executive and Program Assembly, where required.
- g. 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 job duties listed below, members of the Executive Committee are expected to:

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

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

## **SECTION 2: POSITION REQUIREMENTS**

### **1) SPECIFIC POSITION CRITERIA:**

- a. Knowledge of equity issues and anti-oppression tactics.
- b. Strong facilitation skills.
- c. Strong oral and written communication 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.
- c. Shall be eighteen or more years of age at the time of appointment;

## **SECTION 3: ADDITIONAL QUALIFICATIONS**

- International graduate student experience is considered an asset.
- 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);
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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.

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For more information about this position, please contact Ash Grover, Vice President Equity and Inclusion, Graduate Students' Association at [gsaequity@brocku.ca](mailto:gsaequity@brocku.ca).

The Graduate Students' Association (GSA) 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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