



# **Brock University Graduate Students' Association**

*Job Description for Vice-President, Communications and Advancement - 2022*

## **Notice: Posting and Position Description for Vice-President, Communications and Advancement**

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

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**Position Title:** Vice-President, Communications and Advancement (paid position)

**Reports to:** GSA President, GSA Board of Directors

**Posting Opened:** June 17, 2022 at 4p.m. EST

**Posting Closed:** July 8, 2022 at 4p.m. EST

**Duration of Term:** August 1, 2022 – April 30, 2023

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### **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 holds 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, Indigenous 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 descriptions available on the GSA website. The workload may vary throughout the year depending on any additional responsibilities from direction and priorities of the GSA Board of Directors.

The successful candidate should expect a workload similar to that of a single Teaching Assistant (TA) contract over the course of the nine (9) month term,

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compensated at five (5) hours per week. Executive performance shall be evaluated three (3) times per year (once per term) pursuant to relevant GSA policy and the evaluations shall determine the compensation the role will be eligible for. As this contract is reduced in time, the successful candidate shall be evaluated two (2) times per year (once per term), pursuant to relevant GSA policy's, and these evaluations shall determine the compensation the role will be eligible for.

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 nine (9) month continuous term, are not eligible to apply.

### **3) Specific Position Responsibilities:**

The Vice-President, Communications and Advancement shall:

- a. Be responsible for maintaining the media and social media accounts with current and timely internal information (e.g., awareness campaigns, events, constitution, health plan information); and external information as it relates to the GSA membership, in conjunction with the Vice-President, Student Engagement and the Executive Director,
- b. Submit a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period,
- c. Act as the GSA Secretary, in accordance with Document 017, specifically:
  - i. Recording the minutes of the monthly GSA Board Meetings and, with the help of the Executive Director if desired, distribute copies electronically to the GSA Executive and Faculty Representatives (at the latest one week prior to the subsequent GSA Board Meeting),
  - ii. Recording the minutes of the GSA Executive Meetings and distribute electronically to the GSA Executive,
- d. With the help of the Executive Director, ensure that agendas, minutes, Board Handbook and other important information is available on the GSA webpage,
- e. Liaise with the Brock Press, Alumni News and other such university publications to ensure that submissions regarding news about graduate students and/or news of value to graduate students is published,

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- f. Assist in the promotion of recruitment efforts to fill vacancies on the GSA Board, Program Assembly and other committees.
- g. Maintain close communication with the Executive Director and with members of the Executive Committee,
- h. Perform other duties as may be determined by the President, or the Executive of the GSA.
- i. Present an annual written report for the AGM, and a transition report to pass on their knowledge and contacts to the next incoming GSA Executive.
- j. Attend all meetings of the GSA Board, Executive and Program Assembly, where required.

#### **4) General Position Responsibilities:**

In addition to the specific job duties listed below, members of the Executive Committee are expected to:

- a. maintain close communication with the Executive Director and GSA President, as well as with fellow Executive Committee members;
- b. represent 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 any scheduled meetings with the Dean of the Faculty of Graduate Studies and/or the President of Brock University;
- e. attend and actively participate in all GSA Board meetings;
- f. prepare monthly reports for the GSA Executive and Board;
- g. attend orientation presentations for new graduate students and help to integrate new graduate students into Brock University; and
- h. any additional responsibilities as delegated by the President, Executive Committee or the Board of Directors.

## **SECTION 2: POSITION REQUIREMENTS**

#### **1) Specific Position Criteria:**

- a. Strong interpersonal skills
- b. Strong technological/programming 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
- g. Ability to work effectively in a fast-paced environment

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## **2) General Position Criteria:**

- a. Be at least eighteen (18) years of age on the day of election;
- b. Be of sound mind;
- c. Have not declared bankruptcy within the last six (6) years;
- d. Legally entitled to be Director of a corporation in Ontario;
- e. Registered full-time or part-time graduate student in good standing at Brock University;
- f. Reside in Ontario for the entire time they hold office;
- g. Legally able to work in Canada (have a valid Social Insurance Number);
- h. Not have a co-op term for the entire time they will hold office.

## **SECTION 3: ADDITIONAL QUALIFICATIONS**

- Must have some experience in a related field.

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.

Recruitment will be rolling, whereby consideration of candidates will begin immediately; deadline for applications is July 8, 2022 at 4:00 p.m. (EST). Interviews shall be scheduled and conducted during the Recruitment process, and if required following the week of the close of the application period, with an aim to announce an appointment in the week prior to the position commencement date.

If you would like more information about this posting, please contact Haley Myatt, President, Graduate Students' Association at [gsapresident@brocku.ca](mailto:gsapresident@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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