



# **Brock University Graduate Students' Association**

*Job Description for Vice-President, Equity and Inclusion - 2022*

## **Notice: Posting and Position Description for Vice-President, Equity and Inclusion**

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

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**Position Title:** Vice-President, Equity and Inclusion (paid position)

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

**Posting Opened:** July 29, 2022 at 4p.m. EST

**Posting Closed:** August 12, 2022 at 4p.m. EST

**Duration of Term:** August 29, 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 Document 026 and other 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.

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The successful candidate should expect a workload similar to that of a single Teaching Assistant (TA) contract over the course of the eight (8) month term, 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 an eight (8) month continuous term, are not eligible to apply.

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

The Vice-President, Equity and Inclusion shall:

- a. a. Represent equity-seeking groups as defined by the university within the graduate student membership
- b. Be a member of one or more of the equity-seeking groups, as defined by the university, that they seek to represent
- c. Assist the Vice-President, Student Engagement in creating events, activities, or safe spaces to foster greater and positive communication, connections, unity among equity-seeking groups and also between equity seeking groups and the Brock graduate cohort at large
- d. Serve as a resource to the GSA Equity and Inclusion Committee, and when required serve as Chair. They shall also support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time
- e. Keep the Officers and Directors apprised of all upcoming initiatives of any organization related to this portfolio (i.e., Ombuds, HRE, etc.), and shall take up any corresponding responsibilities.
- f. Actively listen to the recommendations of all members of the committees outlined above, and will assist in providing leadership and support while ensuring the development of a set of objectives to accomplish during the year

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- g. Meet with Brock International senior management on a monthly basis, offer support in executing campaigns and projects and shall voice graduate international student's needs
- h. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with Brock International, the International Sub-Committee and any other body at Brock of interest to graduate international students
- i. Keep the GSA Board apprised of all activities and initiatives performed by the International Sub-Committee
- j. Ensure the continuity of the activities initiated by previous VP International and International Sub-Committee
- k. 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
- l. Normally be offered first consideration for membership on any committees, groups or task forces struck by the university focusing on issues of equity, diversity, inclusion, decolonization and indigenization. Perform other duties as may be determined by the President, or the Executive of the GSA.
- m. Attend all meetings of the GSA Board, Executive and Program Assembly, where required.

#### **4) Additional Responsibilities**

- 1. Individuals nominated for the role of Vice-President, Equity and Inclusion shall also be jointly nominated for one of the two GSA Senate positions, along with the Vice-President, External Affairs, both of whom shall have first choice for any additional senate committee assignments.
- 2. As a member of Senate, the Vice-President, Equity and Inclusion shall be responsible for:
  - a. Attending all meetings and functions as required by the Brock University Senate
  - b. Submitting a written update within their executive report prior to each GSA Board Meeting, on Senate affairs that impact graduate students directly. In return, they shall seek information from graduate students regarding upcoming and current senate proposals
  - c. Serving as a member of the Student Senate Caucus
  - d. Determining, in conjunction with the Vice-President, External Affairs and the President, who shall sit on which committees of the University Senate

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- e. Providing oversight, in conjunction with the other GSA Senators and the Executive Director, of graduate student representation on Senate Committees

## **5) 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 oral and written communication skills
- c. Excellent planning, organization and time management skills
- d. Ability to resolve conflict in an effective and diplomatic manner
- e. Ability to work independently or as part of a team
- f. Ability to work effectively in a fast-paced environment

### **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 and enrolled 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.

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- i. Be a current registered graduate student at Brock University and Class I member of the GSA at the time of their appointment

### **SECTION 3: ADDITIONAL QUALIFICATIONS**

- Previous experience in a related field and working with equity-seeking groups will be considered assets

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 August 12 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. 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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