



# **Brock University Graduate Students' Association**

*Job Description for Vice-President, Student Engagement – Fall 2021*

## **Notice: Posting and Position Description for Vice-President, Student Engagement**

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

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**Position Title:** Vice-President, Student Engagement (paid position)

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

**Posting Open:** August 27<sup>th</sup>, 2021

**Posting Closed:** September 17<sup>th</sup>, 2021 at 4:00pm

**Duration of Term:** October 1<sup>st</sup>, 2021 – April 30<sup>th</sup>, 2022

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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 1800 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 commits 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 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 roughly equal to a single TA contract per term, over the course of the seven (7) appointment, equaling approximately five (5) hours per week. Executive performance shall be evaluated three times per year (once per term) pursuant to

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relevant GSA policy and 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 seven (7) month continuous term, are not eligible to apply.

### 3) Specific Position Responsibilities:

The Vice-President, Student Engagement shall:

- a. be responsible for the organization, coordination, general management for all social, recreational, artistic, literary, and educational activities, Brock University Graduate Students' Association Document 023A;
- b. organize a variety of events which will appeal to the various interests of the membership (e.g. regular inclusion of non-sport events);
- c. submit a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period;
- d. be aware of activities ongoing throughout the University that relate directly to graduate students and will make the Executive members aware of activities they should be attending;
- e. announce at the monthly Board meeting upcoming activities within the university community of which other graduate students may be interested;
- f. coordinate with the Executive Director and Vice-President, Communications and Advancement to support the promotion of GSA events through the GSA website, Facebook page, Twitter account, posters, and email newsletter or other media venues;
- 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. advocate for the inclusion of graduate student specific events and programming, and work collaboratively with campus units to create such events and programming;
- j. attend meetings of the Orientation Planning Committee, or any such meeting called reasonably falling within this mandate;
- k. serve as a resource to the GSA Student Experience Committee, and when required serve as Chair;
- l. serve as a resource to any additional committee of the GSA;
- m. 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;
- n. perform any additional duties/responsibilities pursuant to Document 023, or any additional GSA legislation; and

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- o. 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 event planning 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

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

- a. Be a registered full or part-time graduate student in good standing at Brock University and a member in good standing of the GSA
- b. Be a resident of Ontario (Canadian and international students are both eligible to stand, but you must maintain a residence in Ontario during your tenure)
- c. Not have a co-op term for the entire time they will hold office
- d. Shall be eighteen or more years of age at the time of appointment
- e. Be of sound mind
- f. Have not declared bankruptcy within the last six (6) years

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## **SECTION 3: ADDITIONAL QUALIFICATIONS**

- Legally eligible to work in Canada
- 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.

If you would like more information about this topic, please contact Christopher Yendt, 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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