

## **GRADUATE STUDENT SOCIETY (GSS) IS SEEKING PART TIME STUDENT ADVOCATE**

The Graduate Student Society (GSS) is currently seeking candidates for a Part-Time 12-month contract position starting September. Salary for this position will be \$28,000 CAD/year with **funding provided for training and professional development**. The Student Academic Advocate will provide support and advice to part-time and full-time graduate students at the University of Windsor.

The Student Academic Advocate will strive to improve the quality of student life of GSS members and oversee all GSS students support and advocacy. The Student Academic Advocate will at all times act in a highly professional, efficient and student-friendly manner to ensure advocacy and defense of student rights.

### **Roles and responsibilities**

- ✓ Provides accurate, timely and reliable appeals and complaints advice to students and assist in the resolution of such appeals and complaints through but not limited to the best applications of alternative dispute resolution, mediation and student advocacy.
- ✓ Be knowledgeable and current on all Windsor University policy and procedures as they relate to academic and students rights issues that may impact the GSS membership.
- ✓ Assists in the implementation and promotion of campaigns and services of GSS and those offered or organized by the Canadian Federation of Students.
- ✓ Acts as a resource and support staff person for the Executive and board members in areas of but not limited to academic appeals, student rights, academic workshops, guest speakers, Windsor University Senate meetings and; the GSS by-laws and policies binder.
- ✓ Develops and presents a variety of workshops and programs relating to student rights and advocacy that outreaches to the membership.
- ✓ Participates in program/course specific orientation programs and tabling and outreach opportunities to engage and inform the membership about GSS services and campaigns.
- ✓ Sits on various GSS and University Windsor committees related to academic policy and support.
- ✓ Assists in areas of report drafting and developing marketing materials to promote academic and student rights information.
- ✓ Assists with training and orientation of incoming Executive and Board members.
- ✓ Advices and acts as the main staff support for the GSS By-law Committee and the drafting of any GSS policy.
- ✓ Assists other members of the staff and elected officers in various projects as assigned.

### **Successful candidates will possess:**

- ✓ Experience with providing advocacy, counselling or interpreting policy, guidelines and academic matters in a university context;
- ✓ Demonstrated experience working within a students' union and familiarity with the Canadian Federation of Students, student movements and equity issues on urban university campuses;
- ✓ Familiarity and knowledge of current post-secondary education issues, student rights within the university context, and advocacy and outreach campaigns;
- ✓ Superior oral and written communication including experience with conducting presentations, organizing trainings and conducting outreach preferably in a students' union or membership based environment;
- ✓ Excellent organizational and time management skills and the ability to work within deadlines. The ability to multi-task and accomplish many goals simultaneously, while under pressure;
- ✓ Familiarity with GSS and its operations, and knowledge of current on-campus issues is an asset;
- ✓ The ability to be self-motivated and work independently;
- ✓ Required to use Microsoft systems and programs;
- ✓ Candidates must be able to work part-time 20 hours a week;
- ✓ Post-secondary education, or equivalent work experience required.

Interested candidates should submit a resume and cover letter **PRIOR TO SUNDAY, AUGUST 20th by 11pm** to: [PREZGSS@UWINDSOR.CA](mailto:PREZGSS@UWINDSOR.CA). Please send resume and cover letter via email in Microsoft WORD or PDF format ONLY.

**NO PHONE CALLS. ONLY SELECTED INTERVIEW APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW.**