



Graduate Students' Association

University of Alberta

Executive Director

(Will remain open until filled)

Are you an inspiring and motivating leader with the ability to meaningful connect and engage with staff, student leaders, graduate students, and stakeholders in a well-established not-for-profit corporation? If so, this position may be perfect for you!

The Graduate Students' Association (GSA) is established under the province's Post-Secondary Learning Act (PSLA) as a corporate entity separate from the University of Alberta (UofA) with a seat in the UofA Board of Governors. The GSA is a proactive, efficient, and transparent student-led and professionally-managed non-profit organization, which is a representative of, and an advocate for about 8,400 graduate students at the UofA.

The GSA is also a Union of Academically Employed Graduate Students (AGES) and has exclusive authority under the PSLA to negotiate a graduate assistantship collective agreement on behalf of graduate students, and also negotiates a collective agreement covering its staff. It annually provides educational and engagement opportunities while negotiating and administering a wide range of student services including \$1 million of grants, awards, and bursaries on behalf of its members.

The GSA is currently seeking an **Executive Director** to lead the organization in increasing the profile and awareness of the organizational performance, provide guidance, institutional memory, and operational support to the Directly-Elected Officers (DEOs) in their endeavour to develop and execute the GSA Board Strategic Work Plan, and will build and lead an office team that delivers consistent and excellent support to the GSA.

Key areas of responsibility include, but are not limited to:

- Support for the **Political Functions** of the GSA and the DEOs, including:
 - Assisting with the development of a strategic work plan
 - Identify gaps and priority areas for advocacy and service
 - Provides governance support to the Board
- Execution of the GSA's **Corporate Responsibilities**
 - Responsible for efficient, effective, and financially prudent management
 - Assesses risk and compliance (regulation, bylaws, policy, contractual agreements)
- **Financial Management**
 - Leads the Financial Team and oversees all financial matters to ensure the organization remains in a strong financial standing and to ensure long-term organizational sustainability
- Management of the GSA's **Relationships with Members and Stakeholders**
 - Ensures regular assessment of all programs and services
 - Establishes personal networks and maintains professional working relationships
 - Ensures application of the GSA policies for all publicity and communication

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www.ualberta.ca/graduate-students-association

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- Management of the GSA **Office**
 - Develops and oversees the implementation of human resources policies and procedures for all employees and ensures they are in line with best practices and in compliance with the Collective Agreement

The successful candidate will have:

- A graduate degree in a relevant field of study
- Minimum of (5) years of management experience; Executive Director experience is an asset
- A strong understanding of the university and not-for-profit sectors
- Working knowledge and experience with governance practices (bylaws, polices, procedures and processes)
- Demonstrated working knowledge of the PSLA will be a strong asset
- Possesses in-depth knowledge and experience with post-secondary policy and education issues

As the ideal candidate, you are highly motivated and have a passion for teamwork, performance, and collaboration, and of course the not-for-profit community in which we serve. You are a skilled and professional communicator that encourages openness, awareness and understanding of different perspectives, with the ability to work with a variety of stakeholders including professionals, faculty and administration, graduate students, and external stakeholders.

Compensation & Benefits

GSA offers a competitive compensation and benefit program which includes the following, subject to GSA's terms and provisions:

- Annual salary increase in line with CPI subject to Board's approval of the operating budget
- Annual paid top-up increment based on a successful performance review
- Health and dental plan coverage
- Professional development opportunities
- Various leave provisions
- Enrolment in the Graduate Student Assistance Program

Salary is negotiable based on credentials and experience.

Application Process

If you are looking for a rewarding career in an exciting and fast paced environment, then we invite you to submit your cover letter, resume, and salary expectations, in confidence, via email to GSAEDrecruitment@gmail.com

The GSA is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.