Part-Time Office Support Position for Grad Students

The GSA is seeking a graduate student for a part-time, temporary position in program and office support.

The GSA is a student-led, not-for-profit corporation with a mission to advocate for all graduate students to the University of Alberta and the Alberta Government for a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students. It is supported by a professionally-managed staff who work to offer various services and supports to graduate students, including grants and bursaries, labour union support, events, among other resources. The position will assist the staff in maintaining the day-to-day operations of the organization and report to the Executive Director.

Duties:
- Schedule and confirm meetings and appointments
- Prepare routine and standard email correspondence
- Record and prepare meeting minutes and transcripts
- Create engaging social media content for various channels including Facebook, Twitter and Instagram
- Assist with small projects and GSA events as required, including Winter Orientation, GSA Coffee Breaks, GSA General Election and the Election of the Associate Vice-President Labour
- Provide administrative support and perform clerical duties
- Participate in team meetings

Qualifications
- current graduate student at the University of Alberta
- familiarity with social media channels and management platforms
- knowledge of MS Office and Google Suite
- excellent verbal and written communication skills
- the ability to work in a cross-functional team and in a fast-paced environment
- experience with minute taking considered an asset
- basic graphic design skills are considered an asset

15-20 hours per week - Office hours are 8:30 AM - 4:00 PM, Monday to Friday (some flexibility in the scheduling of hours within office hours)

January 3 - March 3, 2023, with possibility of extension.

Applicants are asked to direct their cover letter and resumé to gsa.frontdesk@ualberta.ca in advance of the deadline of 14 December 2022 at 11:59 PM (MST).