



## **Governance and Office Operations Coordinator**

The University of Manitoba Graduate Students' Association (UMGSA) is a student organization and a registered not-for-profit corporation with a mandate to represent the interests of approximately 4,000 graduate students at the University of Manitoba. We are embarking on the next phase of our growth, looking to expand our office in support of the services we provide. The UMGSA is on the threshold of something new and exciting, and looking for people with the passion, energy, dedication and commitment to helping our team succeed in continuing to foster a climate and culture that sees our members make the most of their time in Graduate Studies at the University of Manitoba.

**Employment Status:** Permanent Full-Time

**Salary Scale:** \$25.24 per hour/\$45,936.80 annual gross pay (effective May 1<sup>st</sup>, 2024)

**Hours of Work:** 35 hours per week

**Position Type:** Unionized

### **Job Summary:**

The Governance and Office Operations Coordinator is a newly re-developed role building on the success of its predecessor and leveraging key capacities in the organization. This role will act as the outward facing connection for the UMGSA and connect with the graduate population at large. The role takes direction from the Executive Director, with additional accountabilities to Executive and Council as per the collective agreement. The role is integral to building trust and relationships with graduate students and acts as the first and often most vital link to graduate students for programming and services. They act as office reception while keeping account of space needs, scheduling and meeting support. They partner with other staff, when required, to support the delivery of specific events, meetings, and services. These encompass the specific areas of general office duties, administrative supports, and governance.

**General Duties:**

- Act as a support for the UMGSA Executives and UMGSA Executive Director
- Answer and direct phone calls and emails
- Maintain regular email correspondence with the UMGSA and HSGSA Executives
- Act as main reception for the UMGSA Office in the Office Manager's absence
- Assist in the maintenance of the shared UMGSA Google Calendar
- Assist in the execution of UMGSA events as required

**Administrative Support:**

- Prepare for Council and Executive Committee meetings by setting up room, and projector, printing relevant documents, and ordering and prepping food as needed
- Process and maintain records of booking requests for the UMGSA Lounge in person, by phone and by email through the use of Google Calendar and inter-office communication with Conference & Catering Services as needed
- Oversee the digital Conference Grant application system
- Process UMGSA Conference Grant applications through data entry, keeping confidential and accurate records of all submissions
- Act as a liaison between the VPFA and Conference Grant applicants when necessary
- Upon request, assist students with the Conference Grant application process
- Support the Executives in the coordination of the UMGSA Holiday Hamper program
- Provide administrative support for validation of graduate student co-curricular records.
- Collect reports and other material for recordkeeping, as well as for assembly into meeting packages for both Committees and Council
- Act as meeting secretary for all UMGSA meetings, when required.
- Ensure annual compliance with UMGSA policies for staff and executive
- Supporting, along with the UMGSA Marketing, Communications and Events Coordinator, the creation, development, registration, compliance and general operation of any graduate student club or department group
- Act as the validator for the UMGSA Experience Record activities.
- Maintaining inventory of refreshments and beverages for UMGSA use.
- Ordering of refreshments/food for Council meetings as needed.
- Maintaining record of bookings of the UMGSA Lounge - Room 217 University Centre

**Governance:**

- Take accurate minutes at the bi-weekly monthly meetings of the UMGSA Executive Committee, the monthly meetings of the UMGSA Council, as well as at UMGSA Annual General Meetings
- Maintain thorough digital records detailing the activities of all Executive Committee, Council and Annual General meetings through the archiving of agendas, document packages, minutes and audio recordings
- Collaborate with the UMGSA President in the creation of agendas and document packages for the meetings of the UMGSA Executive Committee, UMGSA Council and UMGSA Annual General Meeting
- Request and assemble agenda items for discussion at Executive Committee meetings
- Distribute agendas and minutes to Executive Committee members in advance of meetings
- Update UMGSA Policy Manuals and other UMGSA documents in a timely manner according to changes passed by the UMGSA Council
- Upload approved minutes from Council and Annual General Meetings to the UMGSA website in a timely fashion to ensure transparency and accountability

## **Qualifications**

- The ideal candidate will:
  - Possess excellent organizational and communication skills normally developed through similar administrative roles. They will be comfortable dealing with people, specifically students, and able to carry out administrative duties with accuracy and speed, often in the face of competing priorities and deadlines.
  - Have proven administrative experience in an office environment, normally acquired through the role of office receptionist or office administrator.
  - Have outstanding knowledge of MS Office, scheduling and survey software.
  - Have working knowledge of office equipment (e.g. photocopy, printer, scanner),
  - Have excellent communication and interpersonal skills
  - Have a high degree of judgement and discretion, as well as confidentiality, to handle various contacts and situations that arise
  - Have strong organizational skills, with the ability to determine priorities and meet deadlines,
  - Be dependable and reliable, with patience and professionalism,
  - Possess an ability to learn and adapt in a dynamic, busy working environment,
  - Have a degree in business, management or other relevant program, normally acquired through a college or university program, or a combination of education and experience.

## **Additional Experience considered an Asset**

- Employment or volunteer experience in a post-secondary educational environment, specifically with a graduate student population,
- Knowledge of the organizational structure of post-secondary institutions,
- Understanding of structure and function of not-for-profit corporations,
- Direct experience within a student union or student association environment, ideally with activities and outward facing service provision.

The University of Manitoba Graduate Students' Association (UMGSA) is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring and promotion (where applicable) for systemically marginalized groups who have been excluded from full participation within student governance and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Qualified applicants are invited to submit a resume and cover letter to [umgsa@blenham.com](mailto:umgsa@blenham.com) by October 15<sup>th</sup>, 2024 at 4 pm (CT). We appreciate and will consider all applications received; however, only candidates selected to move forward in the recruitment process will be contacted.

Learn more about the University of Manitoba Graduate Students' Association (UMGSA) by visiting [www.umgsa.org](http://www.umgsa.org)