



## JOB POSTING

**Student Experience Coordinator** | Permanent Part-Time  
Graduate Student Society Student Experience Coordinator

### Location

Graduate Student Society (GSS) Offices in the Neal Education Building at the University of Windsor

### Start Date

Preferred start date will be determined by the Employer at the earliest convenience of the selected candidate.

### Closing Date

February 27th 2025 at 4 PM

### How to Apply

A cover letter and resume can be sent via email to [austin.roth@uwindsorgss.ca](mailto:austin.roth@uwindsorgss.ca)

### Employment Equity Statement

The GSS welcomes the contributions that individuals from marginalized communities bring to our organization, and invites indigenous people, people of colour, women, gays, lesbians, bisexuals, trans-gendered people, transsexuals, inter-sexed people, working class people, single parents, members of ethnic minorities, immigrants, and people with disabilities to apply.

We encourage applicants to describe the contributions and experiences they, as individuals who identify with marginalized communities, would bring to the GSS organization, in their cover letter.

### Job Overview

This position will develop, plan and execute in-person student related experiences.

### Responsibilities and Duties

- Coordinate with campus-community counterparts for collaborative events.
- In-person attendance for the development and operation of events is required.
- Coordinate with the Executive Director on fiscal forecasting of events.
- Promote the GSS brand through social media related posts in connection with GSS events.

### Qualifications

- Candidates with a minimum of five years of working experience in an post-secondary student oriented environment will be given preference in the hiring process.
- Previous experience working within small independent team environments.
- Demonstrated proficiency with Microsoft Office (Word, Excel, Teams, Outlook, and virtual meeting software).
- Ability to provide professional and responsive student interactions with our diverse membership with a high degree of cultural sensitivity and cross-cultural awareness.
- Portfolio of past events and initiatives.