

Brock University Graduate Students' Association

Notice: Recruitment Call and Position Description for Associate Vice-President, Student Engagement

To: Members of the Brock University Graduate Students' Association

Position Title: Associate Vice-President, Student Engagement (volunteer)

Reports To: GSA President, and the GSA Executive Committee

Number of Positions: Up to three (3)

Applications Open: 28 July 2026

Applications Close: 11 August 2026 at 4:00pm EST

Applications will be reviewed on a rolling basis as they are received

Duration of term: 1 September 2026 – 30 April 2027

The Brock University Graduate Students' Association (GSA) is seeking up to three enthusiastic graduate student volunteers to join our team as **Associate Vice-Presidents, Student Engagement**. This is a hands-on, student-facing volunteer role for graduate students who enjoy being part of the action and helping bring GSA initiatives to life.

The GSA hosts a variety of events throughout the year that build community, connect graduate students, and support their academic and social experience at Brock — including our flagship annual Starlight Gala. With a small executive team, we rely on dedicated volunteers to help ensure these events run smoothly from start to finish, and to help get the word out to our members. The Associate Vice-President, Student Engagement plays a key part in that effort, supporting the logistics of GSA events across their full lifecycle: planning, preparation, promotion, setup, on-site presence, teardown, and post-event reflection.

This is an excellent opportunity to gain experience in event coordination, promotion, and student leadership, to expand your network within the graduate community, and to make a tangible contribution to graduate student life at Brock, all while working closely with the GSA's Executive team and staff.

Applications will be reviewed on a rolling basis as they are received, and interviews may begin before the closing date. Candidates are therefore encouraged to apply early.

Interested candidates should review the full position description below. Recruitment and appointment will be conducted in accordance with Document 045A (Associate Vice-President Recruitment and Appointment Policy).

SECTION A – PRIMARY JOB FUNCTION

1 – About Brock University's Graduate Students' Association (GSA)

The Brock University Graduate Students' Association (GSA) represents the interests of nearly 2000 graduate students at Brock University, including master's and PhD students. All full-time and part-time graduate students are members of the GSA. The GSA, in conjunction with Brock University and other campus partners, provides members with many services from health and dental coverage, bus pass access as well as workshops and access to student space.

In keeping with the University's commitment to Equity, Diversity and Inclusion (EDI) throughout the recruitment process, the Graduate Students' Association is committed to increasing diversity in positions of influence. We are actively committed to diversity and the principles of equity and invite applications from all qualified candidates. Women, Aboriginal peoples, members of visible minorities, people with disabilities, two-spirit as well as lesbian, gay, bisexual, transgender, and queer (2SLGBTQ+) persons are encouraged to apply and to voluntarily self-identify as a member of a designated group as part of their application.

2 – General Position Information

A summary of the position is attached below. Please be aware that these have been taken from the specific position description. The workload may vary throughout the year depending on the GSA's event calendar and the priorities of the Executive Committee. This role is event-driven, so hours will cluster around scheduled events rather than spread evenly across the term.

While the nature of the work will change depending on the time of term and expectations of the Executive, the successful candidate should expect an average workload of roughly 2 to 4 hours per week, weighted toward event dates.

Students should not apply if it will jeopardize their academic responsibilities, the progress of their research, or the timely completion of their degree. Co-op students who are not able to commit to a continuous term are not eligible to apply.

3 – Specific Position Responsibilities

The primary purpose of this role is to support the logistics and promotion of GSA student engagement initiatives across their full lifecycle: planning, preparation, promotion, setup, presence, teardown, and reflection. Working under the direction of the President, and in close collaboration with the GSA Communications & Events Coordinator, the Associate Vice-President, Student Engagement shall:

- A) assist with the conception and **planning** of GSA events, contributing to logistical preparation and helping ensure events are well-organized ahead of time;
- B) support the **preparation** of events, including the coordination and readiness of supplies, materials, signage, and equipment;
- C) assist with the **promotion** of GSA events and initiatives, including drafting and designing posters, digital graphics, and social media content for review by the Communications & Events Coordinator, and distributing and displaying promotional materials across campus;

- D) assist with the **setup** of event spaces, including the arrangement of furniture, décor, AV equipment, and refreshment or catering stations;
- E) provide a consistent GSA **presence** throughout events to welcome and assist attendees, answer questions about the GSA, and troubleshoot logistical issues as they arise;
- F) manage **teardown** and cleanup at the conclusion of events, ensuring venues are returned to their original condition;
- G) contribute to post-event **reflection**, providing feedback to the Executive Committee and the Communications & Events Coordinator on what worked well and how the delivery and promotion of future events might be improved;
- H) assist with the planning, preparation, promotion, and implementation of the GSA's annual **Starlight Gala**, the Association's flagship event, including supporting on-site coordination, setup, presence, and teardown for the evening;
- I) coordinate with venue staff, vendors, GSA staff, and other volunteers on logistical needs before, during, and after events;
- J) maintain close communication with the President, meeting on an as-needed and agreed-upon basis; and
- K) perform additional duties as may be required by the President, or the GSA Executive Committee, pursuant to the limitations of Document 027A.

4 – General Position Responsibilities

In addition to the specific position responsibilities listed above, the Associate Vice-President, Student Engagement is expected to:

- A) maintain close communication with the President, as well as other members of the Executive Committee when necessary;
- B) actively engage with the GSA membership at events and across campus to ascertain the needs of graduate students, raise awareness of the Association's work, and encourage members' participation in GSA programming; and
- C) any additional responsibilities as delegated by the President, or the Executive Committee.

All promotional materials and social media content prepared by the Associate Vice-President, Student Engagement are subject to review and approval through the GSA's normal communications approval process before publication or distribution.

SECTION B: POSITION REQUIREMENTS

1 – Specific Position Criteria

- A) Reliability and a demonstrated ability to commit to scheduled events, including some evenings and weekends;

- B) Willingness and ability to assist with, or coordinate, the physical setup and teardown of events (e.g., arranging tables, chairs, and supplies), and to distribute and display promotional materials across campus;
- C) Strong organization and time-management skills;
- D) Strong interpersonal and collaboration skills, with a friendly, service-oriented approach to attendees;
- E) Ability to remain calm and solution-focused under time pressure; and
- F) Ability to work independently or as part of a team.

2 – General Position Criteria

- A) Be a registered full- or part-time graduate student in good standing at Brock University and a Class I Member of the GSA;
- B) Not have a co-op term for the entire time they will hold office; and
- C) Not concurrently serve as a member of the GSA Board of Directors, or as a voting member or student-at-large on any GSA committee. Current members of any such body are eligible to apply but are required to resign from that position prior to the appointment start date, pursuant to Document 027A.

3 – Additional Qualifications

- A) Prior experience in event support, hospitality, or volunteer coordination is considered an asset;
- B) Experience with graphic design or social media content creation (e.g., Canva, Adobe Creative Suite, Instagram) is considered an asset;
- C) Owing to the on-site nature of this role, the candidate must be able to attend events in person during their tenure; this is not a virtual position.

SECTION C: RECRUITMENT PROCESS AND TIMELINES

Recruitment and appointment for this position will be conducted in accordance with Document 045A (Associate Vice-President Recruitment and Appointment Policy). A Recruitment Committee, chaired by the President, will oversee the review, interview, and recommendation of candidates. The following timelines apply:

- **Solicitation:** Applications open 28 July 2026 and close 11 August 2026 at 4:00pm EST. Applications will be reviewed on a rolling basis as they are received; candidates are encouraged to apply early, as review and interviews may begin before the closing date.
- **Review:** The Recruitment Committee will review all eligible applications and identify a shortlist of candidates for interview.
- **Interviews:** Shortlisted candidates will be offered the opportunity to participate in a formal or informal interview with the Recruitment Committee. Interviews will normally be conducted on campus but may be held virtually where required.

- **Recommendation and Appointment:** The Recruitment Committee will provide a recommendation to the President, who will in turn bring a recommendation to the GSA Executive Committee for final approval. Successful candidates will be contacted with an offer following that approval.

Applications should be addressed to the Chair of the Recruitment Committee or to the Executive Director, and submitted to opportunities@brockgsa.ca. Applications that are incomplete, or that do not meet the requirements and stipulations set out in this posting, will not be considered for appointment. All applications and associated materials collected during the recruitment period are considered confidential.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. While the GSA will consider all applications received, please note that only those selected for interview will be contacted.

For more information about this position, please contact opportunities@brockgsa.ca.

The Graduate Students' Association represents the interests of all graduate students at Brock University. At registration, all graduate students at Brock become members of the GSA. The GSA is the independent voice of graduate students on campus and is recognized by Brock University as the official representative of Brock graduate students.