

EXECUTIVE DIRECTOR JOB DESCRIPTION

GSA Overview:

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. The GSA is a proactive, efficient, and transparent student-led and professional-managed non-profit organization, which is a representative of, and an advocate for, all graduate students at the University of Alberta. In carrying out this role, the GSA develops and nurtures effective relationships with various stakeholders and constituent groups internal and external to the academy including the Faculty of Graduate Studies and Research, Dean of Students, Students' Union, and University Administration.

Job Summary:

The Executive Director is the senior administrative and operational leader of the Graduate Students' Association (GSA) at the University of Alberta. Reporting to the GSA President, the Executive Director is responsible for the day-to-day management of the GSA's operations, staff, finances, and strategic implementation. The Executive Director plays a critical role in ensuring the GSA effectively represents the interests of graduate students, provides valuable services, and operates in a professional and sustainable manner.

Key Responsibilities:

- Work closely with the GSA President and DEO's to develop and implement the GSA's strategic plan and organizational goals.
- Assists with decision making by offering strategic and tactical advice, and analysis on a range of work priorities, policy, and political matters
- Translate strategic priorities into actionable operational plans and initiatives.
- Oversee the efficient and effective functioning of all GSA departments and services (e.g., advocacy, services, communications, finance).
- Develop and implement operational policies and procedures to ensure compliance with relevant legislation, GSA bylaws, and best practices.
- Assist to develop and manage the GSA's annual budget in collaboration with the President, DEO's and Finance Manager.
- Leads the Financial Team and oversees all financial matters to ensures long-term organizational sustainability, including building an annual budget and a three-year rolling financial plan, ensuring an annual audit, and managing investments
- Oversee staff recruitment, training, performance management, and professional development.

- Support the GSA Council and Executive in fulfilling their governance responsibilities.
- Maintains organizational integrity and reputation by working in accordance with the best interests of the GSA, its established bylaws, policies and procedures, and contractual agreements
- Represent the GSA's operational interests to the University administration, external organizations, and other stakeholders.
- Support the GSA Executive in their advocacy efforts by providing operational and historical context.
- Build and maintain positive working relationships with key stakeholders.
- Oversee internal and external communications of the GSA, ensuring consistent and professional messaging.
- Work with the communications team to manage the GSA's website, social media, and other communication channels.
- Identify and mitigate potential risks to the GSA's operations, finances, and reputation.
- Develop and implement risk management strategies and contingency plans.

Qualifications:

- A degree from a college, university, or technical institute, or equivalent combination of education and/or relevant work experience; a graduate degree is preferred
- A Master's degree is considered an asset.
- Proven experience in strategic planning, financial management, and operational oversight.
- Strong understanding of governance principles and experience working with a board or council.
- Non-for-profit management experience
- Excellent communication, interpersonal, and negotiation skills.
- Ability to build and maintain effective relationships with diverse stakeholders.
- Demonstrated ability to lead and motivate a team.
- Knowledge of the University of Alberta environment and the unique needs of graduate students is an asset.
- Experience with policy development and implementation.

Skills and Competencies:

- Strategic Thinking and Planning
- Financial Acumen
- Leadership and Team Management
- Operational Excellence
- Communication and Interpersonal Skills
- Problem-Solving and Decision Making
- Adaptability and Resilience
- Integrity and Professionalism

Working Conditions:

- This is a full-time position, typically requiring standard office hours.
- Some evening and weekend work may be required for meetings, events, or urgent matters.
- The position is based at the GSA offices on the University of Alberta campus.

To Apply:

Interested candidates should submit a cover letter and resume outlining their qualifications and experience to HR.