

Job Posting: Advocacy Coordinator

The GSS (Graduate Student Society) advocates for, promotes, and protects the academic, social, intellectual, cultural and recreational interests of its members.

To support individual UBC graduate students that encounter academic, social, or personal issues, the GSS employs two student advocates who are trained in advocating on behalf of graduate students to UBC administration and faculty. In addition to directly advocating on behalf of these students, advocacy coordinators work to connect students with campus resources that can provide the appropriate assistance to students.

The Advocacy Coordinators report to the GSS Vice President University and Academic Affairs in their role as advocates and to the General Manager as employees of the GSS.

Advocacy Coordinators must attend several mandatory training sessions and are required to rigorously comply with government regulations (FIPPA/PIPPA) to ensure client confidentiality and that files and communications regarding UBC graduate students cases and interactions are kept secure and confidential.

General Responsibilities

- Explore options and facilitate resolutions with UBC graduate students who find themselves in conflict with the university or a faculty member, or who have other needs/questions related to graduate student life (academic, financial, employment)
- Provide support to UBC graduate students engaged in disciplinary proceedings and provide assistance to UBC graduate students as requested who are engaged in appeal procedures
- Provide appropriate referrals to various campus and non-campus resources in support of UBC graduate students.
- Attends all mandatory training as determined by the GSS VP University and Academic Affairs and the GSS General Manager.
- Maintain detailed records regarding each student case
- Be proactive and interactive with approaches on how to reach out to students, and educate them about their rights and responsibilities
- Establish and maintain collaborative relationships with other units on campus such as International house, Equity Office, UBC Ombuds Office (OO), FOGS, Student Services, AMS Advocacy, etc.
- Write an annual transition report on the advocacy activities and present the report at the annual GSS AGM

Wages

- The Society agrees to pay the Employee the sum of \$14.96 per hour plus 4% vacation pay which will be paid biweekly, provided that all duties pertaining to the position are performed to the Vice President's (External Relations) expectations.

Hours of Work

- The position requires a time commitment of 18.75 hours bimonthly (per pay period).
- The duration of this employment position is 4 months, beginning September 1, 2015 and terminating on December 18, 2015.
- This is an on-retainer tier 2 position (GSS Human Resources Manual) meaning that you are retained as the Advocacy Coordinator and some weeks there may be significant work with students, while other weeks there may be very little work with students. The opportunity to continue on in the role past 4 months is possible but dependent on a number of factors regarding the status of other coordinators.

Qualifications

- Must be registered as a UBC Graduate Student while holding the position of GSS Advocacy Coordinator
- Education and/or experience in student counselling or a minimum of one year's experience in a similar position
- Knowledge of PIPPA or FIPPA regulations and experience applying such regulations would be an asset
- Strong time management
- Ability to work under pressure in a deadline driven environment
- Strong written and verbal communication skills
- Excellent attention to detail
- Ability to work independently with minimal supervision

How to Apply

- Email: GSS General Manager at manager@gss.ubc.ca
- Application deadline: September 6, 2015, 11:59 PM.

Please submit a resume and a cover letter (PDF) that details experience and training specifically relevant to the requirements of the position.