GENERAL MANAGER POSITION

(EXTERNAL POSTING)

GSAÉD

The Graduate Student's Association des étudiant.es diplômé.es (GSAÉD) has represented graduate students at the University of Ottawa since 1989. It currently represents approximately 6000 graduate student members from across all academic fields. GSAÉD is a service-based not-for-profit that offers its members a variety of benefits including an extended health and dental plan. We also enrich our members’ graduate experience with many social and cultural activities.

GSAÉD's mission is to represent, promote and defend the common interests of its members; promote and support the interest and activities of its federated graduate student associations in all departments and faculties; bring together its members to discuss and take democratic positions on issues affecting them; and represent its members at the administrative level of decision-making.

Job Summary

The General Manager will implement the strategic direction of the GSAÉD, set by the organization's Board of Directors. The selected candidate will oversee all operational aspects of the organization and ensure its decision making is consistent with internal governance rules. Externally, the General Manager will establish community affiliations and maintain strategic relationships with key stakeholders, including the University of Ottawa, that will enhance GSAÉD operations, reputation and promotion on campus.

Qualifications

Minimum qualifications:

Education: An undergraduate degree, is any discipline, is mandatory.

Experience: At least 3 years experience in a management position.

Language: Bilingual (Fr/En) imperative

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Location: This position is located in Ottawa. The candidate would need to be living in Ottawa currently or be willing to relocate by the start date (a relocation allowance may be provided to the selected candidate).

In accordance with the operational needs of the organization and staffing requirements, the best candidate may alternate between work from home and on campus presence.

Preferred Qualifications:

Education: An undergraduate degree in a related discipline, business management or public administration, or a Master’s degree, in any discipline.

Experience:

a. 5-7 years experience in an operations and management role
b. Experience producing financial reports, including annual financial statements, for a not-for-profit organization
c. Experience in engaging and negotiating with institutional organizations and third party businesses
d. Superior public relations, interpersonal, communication, and negotiation skills to engage with diverse groups (e.g. student members, university administrators, faculty, media, sales teams, partners, etc.)

Language: Bilingual (Fr/En) imperative

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Work Conditions

GSAÉD believes in a flexible working environment and is open to working with the candidate to develop an arrangement suitable for the work expectations and their personal needs.

Occasionally, work responsibilities may require participation outside of the traditional working hours, including one evening per month from 5:30pm to 7:30pm.

Term Length

This position is a full time position on a 1 year term contract, which may become permanent.

Salary and Benefits

$95,000 – $125,000 contingent on qualifications and experience.
A comprehensive benefits package that can be tailored for the right candidate.

General Accountabilities

Human resources and labor relations

- Be GSAÉD’s representative to CUPE 1281;
- Supervise all employees;
- Conduct regular evaluations for all employees;
- Conduct hiring, discipline and terminations of employees;
- Ensure that effective human resource best practices are in place;
- Train staff, as appropriate, by organizing professional development sessions and making available all relevant information and resources, as it relates to each individual position;
- Maintain payroll obligations and all government remittances;

Financial and legal

- Strive to maintain the organization’s financial health by ensuring all bookkeeping is up to date and report discrepancies to the Board of Directors, where appropriate;
- Conduct the day-to-day financial transactions of the GSAÉD;
- Maintain contact with and instruct the organization’s legal counsel and accounting professionals;
- Ensure remittances to external organizations are made in accordance with the GSAÉD’s internal rules and external agreements;
- Ensure effective systems and procedures of financial and budgetary control are in place;
- Ensure annual financial reviews are prepared and approved by the Board of Directors;
- Maintain and guide negotiations regarding the insurance coverage for the GSAÉD employees and its stakeholders;
- Assist in maintaining a cloud-based central filing system, which includes, governing documents, minutes, policies, current and past agreements, and manuals;

Operations

- Ensure the administrative operations of the GSAÉD are implemented effectively;
- Manage the GSAÉD student health and dental plan;
- Manage the front office of the GSAÉD;
- Manage all operations relating to the Grad House;
- Participate in the Board of Director meetings by offering monthly reports and participate at the Annual General Meetings by offering reports to the membership at-large;
- Develop and maintain constructive relationships with community partners, businesses and University officials;
- Negotiate and draft, with the assistance of legal counsel, commercial agreements between GSAÉD and third parties;
- Assist the relevant Board of Director committee(s) in preparing an annual budget;
Accountability

- The General Manager will be directly accountable to the Board of Directors; and
- Seek instructions from the Board of Directors on a variety of matters.

Application Procedure

We ask applicants to complete the application form, which can be found by following this link:

GSAED General Manager Application Form

*The application will require candidates to attach their resume in .doc or .pdf format.*

Equity Statement

GSAÉD promotes the principles of diversity and inclusion and adheres to the tenets of the *Canadian Human Rights Act* and *the Ontario Human Rights Code*. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. GSAÉD provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed with the selection process, please advise us if you require any accommodation.