



## **Athabasca University Graduate Students' Association**

Athabasca University Graduate Students' Association (AUGSA) is a student-run, non-profit, diverse, and multi-faceted organization that aims to meet the needs of graduate students at Athabasca University.

AUGSA and the Faculty of Graduate Studies (FGS) come together each year to present our annual Graduate Student Research Conference (GSRC). This forum offers AU students a chance to showcase their planned, ongoing, and recently completed research.

The 2021 conference will be online this year, taking place on October 1st and 2nd, 2021.

### **Conference Coordinator (Contract/Part-time)**

AUGSA is currently hiring a Conference Coordinator. This is a part-time contract position. The position is compensated \$5,000 with payment made in two instalments of \$2,500, one on May 31, the second at the end of the contract. The hourly commitment varies; however, it increases as the date of the conference draws nearer. Being available more extensively the week before and during the conference is important.

### **Roles and Responsibilities**

The successful applicant will be able to meet the following requirements:

- a) Serving on the Graduate Student Research Conference steering committee;
- b) Liaising with all committees and subcommittees involved in the planning of the conference and updating the Steering Committee on their status;
- c) Acting as the primary point of contact for all committees and subcommittees;
- d) Developing and managing Conference Timeline Document;
- e) Evaluating and tracking ongoing conference planning progress, successes, and challenges;
- f) Contacting committee chairs to maintain deliverables relative to timeline;
- g) Point of contact for student inquiries;
- h) Manage the Abstract system (with training);
- i) Chairing the Program Committee
- j) Preparing of program;
- k) Sending Doodle Polls for next meeting, setting meeting dates and times (doodle poll);
- l) Creating the Teams link for the meeting, draft the agenda and take meeting notes;
- m) Actively taking part in the managing of the conference while in progress;

Position: Conference Coordinator

Contract Period: February 2021 – October 2021



- n) Involvement in conference wrap-up including a final report with key learnings;  
and
- o) Performing other responsibilities that may be assigned as necessary for the success of the conference

Posting Date: January 11, 2021

Closing Date: February 1, 2021

This position will commence in February.

Please send resume and cover letter describing qualifications and experience to [ed@augsa.com](mailto:ed@augsa.com). We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.