

## *Service and Advocacy Leadership Role*

### The Organization

The UWSA is a member-based organization, dedicated to providing advocacy and services to students at the University of Winnipeg. The organization's vision is of an accessible, inclusive post-secondary environment in which all students can reach their full potential. The UWSA has identified three key areas of focus for their advocacy efforts: free tuition for all, healthcare for international students, and divestment from fossil fuels.

### The Opportunity

Reporting to a Board of Directors, the Chief Operating Officer (COO) is responsible for the day-to-day management of the University of Winnipeg Students' Association, working closely with the Executive Directors and staff member team. The COO oversees all UWSA operations and non-academic senior administrative tasks. Programs under the UWSA include the Student Health Insurance program, the UWSA Day Care, Food Bank, U-pass program, and service centers as well as lounge areas that provide support for marginalized and underserved members of the University community including BIPOC, 2SLGBTQ+, disabled, and women.

### Key Responsibilities

- Serve as the direct supervisor to all MGEU Local 153 members, as well as the Executive Director of the day care.
- Work alongside the CFO to oversee the financial management of the organization on behalf of its members.
- Represent the UWSA at the senior administrative level with partner organizations and senior administration of the University of Winnipeg.
- Participate in the collective bargaining process with the full-time administrative staff team, MGEU Local 153 to negotiate a new agreement in advance of the end of the current agreement in March 2022.
- Act as Staff Relations Officer (SRO) for all union-organized staff members, and on all union matters including grievances, disciplinary matters, and collective bargaining.
- Responsible for all Human Resources functions for the organization and its staff, including professional development, training, and performance management for all staff.
- Act as Privacy Officer, Workplace Safety and Health Officer, with all legal duties and responsibilities included therein.
- Build positive student member and campus community relations at all levels.

### Selection Criteria

- A post-secondary degree, preferably in management and/or the social sciences.
- A minimum of 5+ years experience in a senior management role, preferably in the not-for-profit or human services sector, with demonstrated experience in operations, human resources & financial management.
- Experience working with a non-profit Board of Directors and managing a network of senior volunteer leaders.
- Demonstrated experience in negotiation, mediation, conflict management and social justice issues.
- Exceptional communication, interpersonal, facilitation, consultation, problem-solving, critical thinking, and conflict management skills.
- Strong interpersonal communication skills with ability to exercise tact, discretion, and judgment.

*UWSA is committed to employment equity, diversity, and inclusion.*



To apply, send resume and cover letter to [Barbara@HarrisLeadership.com](mailto:Barbara@HarrisLeadership.com) quoting project #40107.