University of Victoria Graduate Students' Society

Job Posting

Posted: November 19th, 2026

JOB TITLE:	**Interim Executive Director**
Supervisor:	Executive Board
Supervises:	All GSS Staff
Type of Position:	Fixed term, full-time starting January 2027 ending December 2027
Pay rate:	$70,000 - $75,000 per year
Hours:	35 Hours/week

About the Organization

Formed in 1966, the University of Victoria Graduate Students' Society (GSS) is an autonomous, not-for-profit, member-run organization responsible for serving, representing, and advocating for 3,000 graduate students at the University of Victoria. We operate the Grad Centre at UVIC and are democratically governed by our graduate student members. We offer services to support the social, cultural, financial, and academic well-being of our members. We are advocates for the value of public education and equitable access to higher learning.

Our members are passionate about their diverse fields of study. Many of our members study by distance and 30% of our membership are international students. At the GSS, we strive to foster a positive and inclusive community for all our members. Our membership comes from diverse backgrounds and we recognize that diversity leads to new ideas and greater cultural understanding. We acknowledge the chronic marginalization of women, Indigenous persons, persons of colour, persons with disabilities, members of LGBTT2SQ+ communities, and members of groups that regularly experience discrimination in the Canadian labour force and in post-secondary education. The GSS is committed to removing these barriers and upholding the values of equity, diversity, and inclusion in all of our practices and policies, including our hiring practices.

Position Overview

The GSS is seeking an experienced strategic leader to oversee our governance, finances, and operations for a one-year term position. The Executive Director supports the annually elected Executive Board in preparing agendas, researching policy proposals, and facilitating the annual plan.

The Executive Director is responsible for hiring, training, and supervising our dedicated team of employees. At peak period they work hands-on delivering member services alongside the office staff and engage directly with our membership on a daily basis.

The GSS is an independent organization, and the Executive Director is responsible for maintaining positive relationships with other offices at the university to resolve individual student issues and consult on policy relevant to graduate students.

Relevant Skills and Experience

- Human Resources (e.g., managing a team)
- Project management (e.g., bringing a project from draft to completion, research and reporting, collaborating on projects with staff and board)
- Professional oral and written communication (e.g., interfacing in a diplomatic manner with university contacts and students)
- People skills, including conflict resolution and student case management
- Organizational skills (e.g., able to respond and adapt to crises as they arise)
- Experience in non-profits or other relevant organizations (e.g., UVic Graduate Student Society)
- Experience in an academic setting (e.g., post-secondary education)

For more information see the executive director job description below, or on our website. https://gss.uvic.ca/wp-content/uploads/2025/12/GSS-Executive-Board-Job-Description-Policy-2025-26.pdf

Salary and Benefits

The salary is $70,000 to $75,000 (based on experience), plus benefits including:

- Extended health, vision, and dental coverage
- RRSP matching
- Casual work environment
- Subsidized bus pass

For more information on benefits, please see the Management Benefits Policy on pages 59 and 60 of our governance manual available on our website at the following link: https://gss.uvic.ca/wp-content/uploads/2026/11/GSS-Governance-Manual-2026-27.pdf

Working Conditions

- Schedule based on a 35-hour work week with additional hours during peak periods in September/October and March/April compensated by paid time off in lieu during December intersession
- At least one evening a month will be required for attendance at meetings

How to apply:

Please submit a resume and a cover letter as a single combined pdf to gssfinan@uvic.ca by 4:00 PM on December 3rd 2026. Selected candidates will be invited to participate in an interview and be asked to complete a written exercise.

Executive Director Job Description

Position summary:

Job Title: Executive Director

Job Type: Regular, full time, salary

Average hours per week: 35 hours/week

Supervisor: Executive Board

Supervising: All staff

Date last reviewed: January 2025

This is a leadership position within the GSS. The Executive Director oversees governance, finances, and operations of the GSS. The Executive Director supports the annually elected Executive Board in preparing agendas, researching policy proposals, and facilitating the annual plan.

The Executive Director is responsible for hiring, training, and supervising society employees. At peak periods, they work hands-on delivering member services alongside the office staff and engage directly with our membership on a daily basis.

The GSS is an independent organization, and the Executive Director is responsible for maintaining positive relationships with other offices at the university to resolve individual student issues and consult on policy relevant to graduate students.

Job Duties:

Executive Board/Governance Oversight (~35%)

1. Assists, advises, supports and counsels the Executive Board, the Graduate Representative Council (GRC) and Society committees
2. Participates as an ex-officio member of the Executive Board
3. Provides organizational, administrative and other services to the Executive Board on campaigns, advocacy, special events and other events as needed, including diligent delegation of duties to staff as necessary
4. Develops and proposes strategies for the Executive Board to address student issues with the University of Victoria (e.g. tuition fees, budget cuts) and with governments (e.g. graduate research funding)
5. Takes initiatives to identify, research, gather information and make proposals to the Executive Board on major issues of concern to students
6. Oversees that the Society's election processes are initiated according to policy and on time. Assist the chief Electoral Officer to ensure that elections and referenda are carried out according to the Society's bylaws, regulations and elections rules
7. Serves as the employee expert and office record-keeper of the Society's constitution, bylaws, politics and procedures, historical materials, Universities and Societies Acts, University of Victoria regulations and legislation affecting the Graduate Students' Society
8. Assists the Chair in coordinating the business of the GRC and the Executive Board as necessary, including preparing background material for meetings and providing advice

9. Prepares copies of the agenda and takes minutes for the Executive Board, GRC, and the annual general meetings of the Society. Ensures that minutes are prepared and distributed on a timely basis
10. Meet with members of the Graduate Representative Council, the Executive Board, and other committees as necessary to discuss and provide advice on relevant business and Society issues
11. As necessary, oversee the implementation of decisions of the Graduate Representative Council, the Executive Board, and other committees
12. In general, advise and assist the Executive Board in carrying out their duties, with particular attention to any oversights
13. Working with the Executive Board, ensure that all new Executive Board members and GRC Reps receive an appropriate orientation to their position
14. Assists the incoming Executive Board in setting annual personal and professional goals through the development of the Annual Plan. Goals should address the issues identified in the previous year.

Compliance and Risk Management (~5%)

1. Act as primary liaison with the Society's auditor
2. Ensures the Society has appropriate insurance coverage
3. Ensure that the Society makes all necessary filings and other related submissions
4. Ensure that all records of the Society are maintained properly and in compliance with all appropriate laws and contracts
5. Advise and assist the Executive Board, other committees, and GRC in carrying out their tasks in accordance with the Society's bylaws, regulations and rules of order
6. Ensures that the Executive Board and GRC have the tools required to fulfill their duty to identify, mitigate and monitor the risks facing the organization. These risks include, but are not limited to: harm (to staff, student leaders, volunteers, members or the public), reputational, financial, regulatory, governance, operational, strategic, external, technology, natural or human-caused disasters.
7. Lead all emergency planning and crisis response/recovery

Financial Administration (~15%)

1. Manages the day to day financial affairs of the Society and acts as a signing officer
2. With the Director of Finance and Operations and Services Manager, administers the funds of the organization according to the approved budget
3. Administers Society purchasing
4. Liaise with the bookkeeper (Joint duty with the Operations and Services Manager)
5. Assists the Director of Finance with the development of the annual budget and quarterly financial reports
6. Work with the Director of Finance and the auditors to ensure that the annual audit occurs according to the auditor's direction and in a timely manner for presentation at the Annual General Meeting
7. Work with the Director of Finance and the Executive Board, in considering and implementing recommendations made by the auditor
8. Works with Executive Board to research and pursue relevant granting, donation and sponsorship opportunities

9. Monitor and assess changes to the policy and legal environment of the Society for budgetary impacts (e.g. monitoring changes to the University of Victoria's enrolment strategies)
10. With the Director of Finance, as needed, draft, revise, and implement financial policies for the Society, including purchasing, fund accounting, and budgeting policies.

Human Resource Management (15%)

1. Ensures adherence to BC employment laws and regulations, including establishing a positive, healthy and safe work environment
2. Hires and supervises employees, excluding employees who are hired and supervised by the Operations and Services Manager: specifically the Managers, Work Study students, and other contract workers
3. Supervise the Operations and Services Manager
4. Oversees the human resource management of the Society's Food and Beverage Service
5. Supervises day-to-day work of office and management staff (Joint duty with Operations and Services Manager)
6. Sets office staff schedules on a semesterly basis
7. Hires, orients, trains, directs, promotes, and disciplines employees as necessary according to all provisions of the Collective Agreement (Joint duty with Operations and Services Manager)
8. With respect to all other contractors and employees: Hire, orient, train, promote, discipline, and discharge employees as necessary
9. With respect to all employees: Supervise and evaluate employees, reporting on their performance as necessary to the Executive Board
10. Manages and, where required, negotiates Society contracts
11. With respect to Society employees represented by the BCUWU: Act on behalf of the employer in general matters related to compliance with the Collective Agreement (CA). Sit on all committees as defined in the CA on behalf of the employer, unless otherwise directed by the Executive Board or if there is a conflict of interest
12. Assist the Society in all matters related to renegotiating the CA, including sitting on the bargaining committee
13. Advise the Executive Board on all matters related to discharge, including making recommendation for discharge
14. Advise the Executive Board on all matters related to the Society's staff and labour relations, including giving advice on the creation, modification, and discontinuation of positions as required to implement the Society's plans and policies
15. Ensures adequate communications between the office staff and the GSS Executive Board
16. Draft, revise, and implement Human Resources policies and procedures in line with the CA and other Society bylaws and policies

Business and Services Oversight (Operations) (~18%)

1. Oversees the programs and services offered by the GSS, to ensure that they contribute to the organization's vision and mission and reflect the priorities set out in the Constitution and the strategic plan
2. Establish and maintain a clear vision for GSS services and ensures involvement of all staff in visioning process
3. Assist with the day to day work of the organization during peak periods of service

4. Ensures that the Society office is kept in an orderly functioning manner and maintains filing systems. This includes the proper delegation of duties such that the Society's premises and property are maintained and kept in good order, including, but not limited to maintenance of the photocopier, computers, network, etc
5. Act as a representative of the Society to UVic on matters related to the Society's premises, services provided by the University to the Society, and on other necessary business matters. Sit on Operational Relations Committee
6. Oversee programs and services managed by other staff, including the Grad House Restaurant and the Health and Dental Plan
7. Oversees administration of the UPASS, GSS grants, Modo Car Share, room booking and other GSS services, including tracking invoices, ensuring timely reconciliation of payments, and training service staff (Joint with Operations and Services Manager)
8. Oversee university and external committee placements for graduate student representatives in line with society Constitution
9. Manage contracts with BC Transit, the GSS Health and Dental Insurance provider and broker, and UVic (Joint duty with Operations and Services Manager)
10. Provide support to members of the society who ask for assistance, by providing information, referring services, and advising them on steps to resolve their issues
11. Handles member complaints (Joint duty with Operations and Services Manager)

Communications (~5%)

1. Assist the Executive Board and GRC in developing media materials, press releases, and other informational and promotional materials and content
2. Oversees the timely production of Society promotional materials, such as the handbooks, updates to the Society's website, and other electronic platforms such as the bulletin.
3. Assist with recruiting graduate student representatives for various university boards and committees

Student Case Management (~5%)

1. Ensure graduate students have access to the appropriate referrals and on-campus resources to navigate academic and personal challenges, and to support effective conflict resolution with the University
2. Support students with complex case management needs in navigating university systems and in communicating with University faculty and staff
3. Work closely with the Ombudsperson to ensure that the University provides the supports, services, and policies to create a fair and equitable learning environment for graduate students
4. Consult with all levels of University staff and decision makers on matters related to policy impacting graduate student wellbeing.