GRADUATE STUDENTS' ASSOCIATION
UNIVERSITY OF CALGARY

1030 ES, 844 Campus Place NW
Calgary, Alberta T2N 1N4
askgsa@ucalgary.ca
403-220-5997

Job Summary

Under the direction of the Executive Director, the Advocacy Advisor is responsible for guiding the Elected Council in its advocacy efforts with all three levels of the government, within the University of Calgary, and other external stakeholders, and supporting the organization in media relations, research, and analysis. The Advocacy Advisor acts as an information resource to the Elected Councillors and the Executive Director by developing and maintaining comprehensive knowledge based on post-secondary issues at the institutional and governmental levels.

About this Opportunity

The Graduate Students' Association of the University of Calgary (GSA) offers comprehensive and competitive benefits including an extended health and dental plan, short and long-term disability coverage, life insurance, a health and wellness spending account, and an RRSP Group plan and matching contribution program. The GSA supports professional development opportunities, organizes staff appreciation events, and provides flexible working hours within a hybrid model.

Hours per week: 35
Salary per year: $55,000 - $62,000
Start date: January 4, 2026

Key Responsibilities

- Provide guidance, support, and strategies on relationship building and maintenance with governmental officials on local, regional, provincial, and national levels;
- Set up meetings of the GSA Elected Councillors with governmental officials and provides advice and guidance on meeting protocol;
- Provide guidance, support, and strategies on maintaining university relations and act as an internal advisor to the Elected Councillors on matters relating to university-level advocacy;
- Attend and facilitate governmental meetings and institutional committee meetings with the Vice President and the President, and creates summaries, minutes, and/or reports to ensure information is managed, communicated, and followed up on as required;
- Research and analyze legislative, regulatory, institutional, and public policy developments, initiatives and trends that may impact the GSA and its members;
- Evaluate and advise on the strategy and policy implications of external lobbying organizations' priorities and initiatives;

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- Assist the Vice President and President with coordinating the development and approval of GSA policy priorities, ensuring our institutional and advocacy objectives are aligned;
- Work with the Vice President and President to develop opportunities for member consultation on key policy issues;
- Provide guidance and assistance on "get-out-to-vote" campaigns on municipal, provincial, and federal election years;
- Ensure confidentiality of work related to external lobbying, organization priorities, and initiatives;
- Collaborate with the GSA Communications and Marketing Coordinator to develop, recommend, and communicate strategic proposals and options that support the external political mandates of the GSA, and provide content for student inquiries pertaining to the GSA's advocacy efforts;
- Prepare and advise the Elected Council on external messaging and media relations strategies and tactics for issues related to the GSA's policy and advocacy priorities;
- Act as the main point of contact for the media, preparing and distributing press releases, and actively engaging in media outreach as needed;
- Collaborate with the Executive Director to develop, review, and organize internal policies;
- Understand the GSA's Strategic Plan and design research methodologies to identify possible outcomes in relation to clearly defined problem statements;
- Assist with transitioning the incoming Elected Council on historical and current external advocacy topics, and effectively manage continuity of information on an ongoing basis;
- Perform data collection and analysis and compile research findings, recommendations, and alternatives;
- Supporting efforts with the Associations annual general election; and
- Maintain information related to government contacts, public representatives, and allied organizations.

Qualifications

- A bachelor's degree in a related field or equivalent experience and informal training;
- A master's degree in a related area is an asset;
- Two or more years of advocacy and research experience;
- Non-profit experience is an asset;
- Ability to quickly understand complex information related to graduate students;

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- Strong organizational and time management skills;
- Proven research analysis experience and ability to interpret and present data;
- Strong research, communications, and presentation skills;
- Proficiency in the use of search engines, web analytics, and business research tools;
- Professional writing and editing skills and public speaking talents;
- Strong analytical and critical thinking abilities;
- Innovative attitude with problem solving capabilities;
- Ability to complete multiple competing tasks and deadlines with a high degree of accuracy;
- Ability to develop collaborative working relationships with diverse populations in academic and office settings; and
- Legal authorization to work in Canada as a citizen, permanent resident, or holding a valid work permit.

How to Apply:

Please submit your **cover letter and resume** combined into one PDF at hr.gsa@ucalgary.ca
Applications will be reviewed as they are received; the posting will remain open until filled. If you require accommodation during the recruitment process, please contact hr.gsa@ucalgary.ca
The GSA is committed to providing an equitable, diverse, inclusive, and accessible workplace, and fostering unity, belonging, and empowerment within the graduate student community at UCalgary. We strive to acknowledge and remove barriers that have been historically encountered by people in our society and encourage qualified applicants from all equity-seeking groups to apply. We would like to thank all who apply; however, only those selected for interviews will be contacted.

About the GSA and the LDL

The Graduate Students' Association of University of Calgary (GSA) represents the collective interests, but not individual opinions, of graduate students to governing bodies of the University of Calgary, all levels of government, and the surrounding community of Calgary.
The Last Defence Lounge (LDL) is a fully licensed restaurant operated by the GSA and located on the third floor of MacEwan Student Centre (MSC 350). The LDL welcomes the entire University of Calgary community and their guests.