



Title: Graduate Student Senator

Department: Students' Representative Council ("BUSRC", or the "SRC")

Term of Office: May 1, 2026 – April 30, 2027

Expected Hours: 5-8 hours per week

Honorarium: \$600 (one-half paid at the end of each term)

Description:

As a member of the Bishop's University Senate, the Graduate Student Senator serves on the University Senate and is responsible for representing students' interests, particularly those of students registered in graduate and certificate programs. The Senator's main role is to liaise with students in graduate studies or certificate programs, to address and communicate any issues regarding the student experience, while advocating on behalf of students.

Requirements:

- Must be enrolled in a Graduate Studies program at Bishop's University for the 2026-2027 academic year
- Must be in good academic standing and good overall standing with the University

Nature of Duties and Responsibilities:

- Liaise with Graduate students and those enrolled in certificate programs to address and communicate issues
- Seek input from students from each Graduate Studies and certificate program
- Receive concerns, feedback, criticism, pertaining to the SRC or University, in relation to any element of the student experience
- Follow up on student concerns, by conducting research with other students, other student organizations, university staff and administration, etc.
- Attend regular meetings with the SRC Vice-President, along with the other Student Senators
- Read all documentation prior to Senate meetings and sub-Committee meetings
- Attend all Senate meetings and serve as a voting member on the University Senate
- Represent students on 5 Senate Sub-Committees as assigned by the SRC VP
- Co-ordinate one survey for Graduate students each year to solicit their opinions and hear their complaints
- Attend the Graduate Studies committee meetings and participate as a voting member
- Collaborate and support relevant SRC academic societies
- Support the SRC VP for any academic initiatives as deemed necessary by the VP
- Be available and accessible to meet with students for a minimum of two hours per week at the Student Success Centre

- Relay findings, recommendations and issues to the Board of Student Representatives via the SRC VP
- Submit a report to the SRC on all projects, affairs and operations of their position during their term of office. This report will be due on the last day of classes for each semester. The honorarium for the semester will not be issued until the report is received.

Recommended Skills:

- Good interpersonal skills
- English language – oral and written
- French communication skills are an asset
- Ability to work in groups and individually
- Self-motivated and organized

How to apply:

This is an appointed position, selected by the SRC Board of Student Representatives.

To apply, please submit your CV/Resume and cover letter to Karen Dymond, SRC Secretary General, at srcsg@ubishops.ca. Your cover letter should address why you are interested in the position, your ability to meet the requirements of the role, and your ability to meet the demands on your time for the role. Please refer to this position description to explain your ability to meet the requirements of the role. Please include your exam schedule in your email for interview scheduling purposes.

The deadline to apply is Tuesday, March 31, 2026. No late applications will be accepted.