MFAcSA Liaison Coordinator

This position, as are all those in MIAB, is unpaid. It may be full or part time and will involve 300 hours of work. Weekly hours are negotiable above 10, average is 15-20. A coop permit is not required. The successful applicant will register in FACC6850 immediately upon confirmation of appointment. This position includes non-voting membership of the MIAB Board. Applications should be sent to miabhr@yorku.ca and copy to miabceo@yorku.ca

The MFAc Student Associate (MFAcSA) Liaison is a volunteer student leadership role within the MIAB. The role acts as the key communication bridge between MFAc students, MFAcSA Executive Members, the MIAB administrative staff, and other graduate student association across the University. The candidate will ensure records are kept in connection with all MFAcSA activities, and that training is provided in minute taking and the conduct of meetings.

To succeed in this role, the candidate must be an excellent communicator, and able to connect and maintain effective relationships with fellow students, employers, and alumni. We also expect the candidate to be an energetic, strategic thinker with an analytical mind and excellent organizational skills.

Job description:

1. Attend, participate and take minutes for the Board and its working group meetings.
2. Advise the schedule of meetings.
3. Attending and administering events organized by the Board and working groups.
4. Maintain Reference Documents in SharePoint.
5. Serve as a liaison person between MFAcSA and MIAB to collect, organize, and escalate the termly elections and activities.
6. Monitor MFAcSA succession.
7. Communicate up to date funding and banking arrangements to A&C and Combined Working group.
8. Distribute official program updates, reminders, event notices, and academic announcements to the MFAc student cohort.
9. Respond to routine student questions regarding program structure, registration, policies, and election resources.
10. Assist with general program administrative support, including document organization, meeting support, and data maintenance.
11. Support MIAB events, orientation activities, career skill sessions and program information sessions with coordination, promotion, and logistics.
12. Assist with prospective student outreach by sharing accurate information and student experience insights regarding MFAcSA.
13. Maintain and update the MFAcSA website, with particular attention to archiving MIAB resources on that website. Facilitate updating and suggest improvements.
14. Must attend all career skills sessions and programs organized by MIAB (not including Book Club, IIA, Student Society and other non-MIAB events).
15. Coordinate and advise other coordinators on use of Microsoft Forms including maintaining RD0 record (tab 9)

16. Coordinate the preparation of promotional presentations of MFAc student monthly newsletters.
17. Report to A&C and Human Resources Working Groups.
18. Back up other coordinators as and when required.

Note (*) – This job description may be changed by mutual agreement. Also, MIAB staff may be required to change roles during the course of their internship.

Competencies and qualifications:

- Self-starter with ability to manage and organize events
- Excellent written and oral communication skills
- Excellent relationship management skills
- Aptitude for fostering positive relationships
- Teamwork and collaborative skills
- Knowledge of MFAc program
- Computer skills: Excel, PowerPoint, and Word

Reviewed and updated by HR rel. Mon24Aug26
Revised by
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