



University of Toronto Mississauga
Students' Union
Canadian Federation of Students - Local 109

3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

Employment Opportunity

Position Title: **ORIENTATION COORDINATOR**

Position Type: Part-time, contract.

Positions Available: One (1)

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$14.00 per hour, 12 hours per week.

Application Deadline: **January 31th, 2018 at 12:00 p.m.**

Start Date: No later than February 5th, 2018

Hours: This position will require at least 12 hours of work per week for a period of at least to the end of April, with the possibility of extension on a full-time basis for remainder or Orientation Planning.

QUALIFICATIONS:

- At least two years of post-secondary education completed.
- Event planning and fundraising experience.
- Familiarity with the objectives and operations of the Students' Union.
- Superior organizational and administrative abilities.
- Financial planning and budgeting experience.
- Previous experience with U of T Orientation events is an asset.
- Must be a registered UTMSU member in the 2017-2018 academic year.

DESCRIPTION:

UTMSU is seeking one individual to plan, implement and lead the Orientation Week activities at the UTM campus. One coordinator will lead the sponsorship activities of the Orientation Week, while the other one will lead the Orientation logistics and training of orientation leaders. Among other duties, the Orientation Coordinators will be responsible for regular status reports and records of all finances related to Orientation. The Orientation Coordinator will report to the Vice-President Campus Life and Executive Director, and will work closely with other officers and staff of UTMSU including, but not limited to, the Executive Committee, and the UTMSU Services Manager.

DUTIES AND RESPONSIBILITIES:

- Regular reporting to the President and the Vice-President Campus Life (or designate) and Orientation Committee(s) regarding the operations and finances of Orientation.
- Preparation of sponsorship proposals for groups external and internal to the University of Toronto.
- Orientation volunteer (Leaders) recruitment and training.
- Managing Orientation finances including, but not limited to, ensuring a balanced Orientation budget and preparing records of accounts payable and receivable.
- Planning all logistical and operational activities associated with, but not limited to, Orientation kits, UTM Carnival, UofT Parade, and a clubs fair and/or festival/carnival.

APPLICATION INSTRUCTIONS

Please apply by or e-mail. No faxes.

Include a one-page cover letter with your résumé and a **Preliminary Proposal Outline** for Orientation Week initiatives. Please do not telephone. However, feel free to follow-up via e-mail. Only applicants selected for an interview will be contacted.

ATTN: Mr. Yujia (Vikko) Qu, Vice President Internal & Services
University of Toronto Mississauga Students' Union
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E-mail: vpinternal@utmsu.ca

****If you have any questions please contact the VP Internal & Services at vpinternal@utmsu.ca****

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The University of Toronto Mississauga Students' Union is committed to employment equity and encourages applications from members of diverse communities. Please note that the U.T.M.S.U. is an independently incorporated students' union operating within the University of Toronto community; this is not a University of Toronto position.