

UTMSU ORIENTATION - LOGISTICS COORDINATOR

Position Type: Contract/Part Time

Positions Available: Four (4)

Location: University of Toronto, Erindale Campus

Compensation: Honorarium TBD

Application Deadline: Friday May 25, 2018

Start Date: Monday June 4, 2018

End Date: Monday September 10, 2018

DESCRIPTION:

The Logistics Coordinator will be a member of the Orientation Committee Team (O-Team), and will work closely with the Orientation Coordinators and Graphic Designer to assist with planning all orientation related events. This individual will be expected to work cohesively with the team to successfully execute all Orientation events.

REQUIREMENTS:

- Registered undergraduate UTM student, in the 2017-2018 and the 2018-2019 academic year
 - Event planning and leadership experience
 - Strong teamwork and interpersonal skills
 - Strong verbal and written communication skills
 - Exceptional creative skills
 - Experience with website maintenance
 - Must be attentive to fine details
 - Flexible availability
 - Superior organizational and administrative abilities
 - Previous experience with U of T Orientation events is an asset
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DUTIES AND RESPONSIBILITIES:

- Work with the Orientation Executive Team to actively coordinate and successfully execute all events related to UTMSU Orientation
- Other duties as assigned

EXPECTED HOURS OF WORK:

The logistics coordinator will work at least 10 hours of work per week with an increase of hours (30) leading up to Orientation. Interested individuals must have full time availability during kit stuffing week, as well as all Orientation leader training and all scheduled events, including the school days in the first three weeks of September.

APPLICATIONS MUST INCLUDE:

- Resume
- Cover Letter

APPLICATION INSTRUCTIONS:

Please apply by email by 11:59 on Friday, May 25th, 2018. Only candidates selected for an interview will be contacted.

In email, " ATTN: Orientation Team Bisrat Ayalew and Jessica Duggan,, Orientation Coordinators
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