

## UTMSU ORIENTATION - SPONSORSHIP COORDINATOR

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**Position Type:** Contract/Part Time

**Positions Available:** Two (2)

**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

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### **DESCRIPTION:**

The Sponsorship Coordinator will be a member of the Orientation Committee Team (O-Team), and will work closely with the Orientation Coordinators, Logistic Coordinators and Graphic Designer to outreach to various groups and organizations, on and off campus and secure monetary funding. This individual will be expected to work cohesively with the team to successfully execute all Orientation events.

### **REQUIREMENTS:**

- Registered undergraduate UTM student, in the 2017-18 and the 2018-19 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
  - Maintains a consistent brand according to company brand guidelines.
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- Oversee preparation and production of all promotional mailings, printed pieces, and web communications, as related to sponsorship.
  - Oversee direct communications between sponsors.
  - Coordinates the production of all sponsorship and related marketing materials and resources.

**DUTIES AND RESPONSIBILITIES:**

- Work with the Orientation Coordinators, Graphic Designer and Marketing Coordinator to uphold the branding for companies and the UTMSU Orientation 2017
- Work with the Marketing Coordinator and the Orientation Team, to reach out to potential sponsors.
- Adhere to the sponsorship package and communicate with companies to ensure they're terms are fulfilled
- Develop brand standards and media etiquette with the Promotions Coordinators, and ensure these are being met across all channels.
- Create relationships with various stakeholders and media establishments (radios, newscasts, mobile phone app, etc.)
- 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 sponsorship coordinator will work at least 10 hours of work per week with an increase of hours (30) leading up to Orientation. Interested individuals must be 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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