



## **Employment Opportunity**

**Position title: VICE PRESIDENT CAMPUS LIFE**

**Position Type:** Full-time –40 hours/week,

**Location:** Mississauga (University of Toronto, Mississauga campus)

**Application Deadline:** **Wednesday, April 10<sup>th</sup>, 2019 at 4:00 p.m.**

**Start Date:** Sunday, May 01, 2019

**End Date:** Sunday, April 30, 2020

### **BASIC REQUIREMENTS:**

- ✦ Undergraduate student and UTMSU member during 2018-19.
- ✦ Student leadership, organizational and administrative experience.
- ✦ Financial oversight and budgeting experience is an asset.

### **DESCRIPTION:**

- ✦ The VP Campus Life is an executive member of UTMSU. This executive member is the primary liaison with over 110 UTMSU-recognized student clubs on campus. The VP Campus Life is responsible for the advocacy of student life issues, as well as the promotion and coordination of events and services that will enhance the student experience at the University of Toronto. The VP Campus Life will also chair the UTM Clubs Committee; supervise the Campus Life Commission at UTMSU that works to fulfill the initiatives of Campus Life campaigns and projects.

### **RESPONSIBILITIES AND DUTIES**

This position reports to the Union's Board of Directors. The VP Campus Life will be required to assist the Executive Committee with the successful operation of the Union's priorities for a dynamic and diverse students' union of over 14,000 full-time and part-time undergraduate student members. The specific duties of the Vice President Campus Life include, but are not limited to:

- ✦ Responsible for UTMSU Orientation and overseeing the UTMSU Orientation Coordinator(s), organizing CLUBS WEEK, Multi-Culture Week, and creating a Campus Club information booklet.
- ✦ Assume the initiative and responsibilities developed by the incoming elected UTMSU executives that fall under the VP Campus Life Portfolio, especially running a deficit-free UTMSU Orientation and working towards the development of the UTM Student Centre.
- ✦ Responsible for administering and overseeing all club funding proposals, presenting these proposals to the Clubs Committee and ensuring that the Committee stays within its budget.
- ✦ The Vice President Campus Life work duties will often extend beyond the traditional and required work hours (i.e. will often include evenings and weekends).
- ✦ Other Related office, administrative, and clerical duties.

### **OTHER REQUIREMENTS**

- ✦ Intermediate computer skills in relation to word processing (Microsoft Word) and spreadsheet development (Microsoft Excel).

- ✦ Exceptional organizational, time-management, and prioritizing skills. Able to work independently.
- ✦ Strong oral and written communication skills.
- ✦ Friendly, polite, and energetic personality.
- ✦ Punctuality and reliability are essential.

## COMPENSATION

- ✦ **SALARY** – As stated in the UTMSU Policy and Procedures Code

## APPLICATION INSTRUCTIONS

Please apply by e-mail.

[vpinternal@utmsu.ca](mailto:vpinternal@utmsu.ca)

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

ATTN: Ms. Yan Li, Vice President Internal  
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E-mail: [vpinternal@utmsu.ca](mailto:vpinternal@utmsu.ca)

**\*\*If you have any questions please contact the VP Internal at [vpinternal@utmsu.ca](mailto:vpinternal@utmsu.ca)\*\***

**\*\*\*\*\*Only applicants selected for an interview will be contacted.\*\*\*\*\***

*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.*