



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

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

EMPLOYMENT OPPORTUNITY

Position: Associate Events
Type: 8-12 Hours/Week
Location: Mississauga
Duration: Friday, June 14th, 2019 –Thursday, April 30th, 2020.

Date Posted: May 24th, 2019
Expiry Date: June 7th, 2020 - 11:59 pm.

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Associate events will be working closely with the Executive team of UTMSU to create and achieve the goals of the union. The candidate will be responsible for enhancing student life and creating campus community through a variety of event planning and execution. The Associate must demonstrate an interest in campus life events.

Responsibilities:

- Must complete **at least eight (8) office hours a week.**
- Attend weekly team meetings, pertaining to the duties assigned.
- Chair or take minutes at certain meetings as designated.
- Outreach for campaigns and services undertaken by UTMSU.
- Assist in planning, organizing and executing small-scale and large-scale UTMSU events.
- Coordinate all logistical aspects of Clubs Week, destressors and other events.
- Maintain regular contact with Clubs and Societies.
- Assist with the development of Clubs and Societies Handbook.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**

What you bring to the table:

- Ability to work within a team and independently
- Highly organized and able to multitask
- Detail oriented and solution focused
- Punctual and enthusiastic
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Effective Note Taker.
- Outgoing and Positive
- Strong analytical and research skills are an added asset.

Compensation

Remuneration is \$14/hour.

Contact / Application Information:

For more information on the position of Associate events, please contact UTMSU at jobs@utmsu.ca.

How to Apply:

Please send your cover letter & resume by June 7th, 2019 at 11:59 pm to the attention of Sara Malhotra: jobs@utmsu.ca. Please use the subject “**Application: Associate Events**”.

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union
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Local 109 - Canadian Federation of Students

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www.facebook.com/UTMSU or follow us on Twitter @myUTMSU