



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 Operations

**Type:** 8-12 Hours/Week

**Location:** Mississauga

**Duration:** Friday, June 14<sup>th</sup>, 2019 – Tuesday, April 30<sup>th</sup>, 2020.

**Date Posted:** May 24<sup>th</sup>, 2019

**Expiry Date:** June 7<sup>th</sup>, 2019 – 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](http://www.utmsu.ca)).

### Job Description:

The Associate to Operations and Management will be working closely with the Executive team of UTMSU to create and achieve the goals of the union. The candidate will support the Internal operations & services of the union by taking initiatives on various projects and campaigns. The Associate must demonstrate an interest in budgeting and human resources as well.

### Responsibilities:

- Must complete minimum **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 the executive team with scheduling appointments and meetings.
- Account for monthly financial actuals and undertake compilation of reports
- Complete other internal tasks as assigned by the executive team.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**

### What you are required to bring to the table:

- Ability to work within a team and independently
- Highly organized and able to multitask
- Detail oriented and solution focused
- Punctual
- 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.
- Excellent Budgeting skills.
- 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 to the Vice President Internal & Services, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca).

**How to Apply:**

Please send your cover letter & resume by June 7<sup>th</sup> 2019 at 11:59 pm to the attention of Sara Malhotra: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) Please use the subject **"Application: Operations and Management Associate"**.

**Interview:**

Only selected candidates will be invited for an interview.

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

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