

## EMPLOYMENT OPPORTUNITY

**Position:** Associate Policy and Governance  
**Type:** 8-12 Hours/Week  
**Location:** Mississauga  
**Duration:** Friday, June 14<sup>th</sup>, 2019 – Thursday, April 30<sup>th</sup>, 2020  
**Date Posted:** May 24<sup>th</sup>, 2019  
**Expiry Date:** June 7<sup>th</sup>, 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](http://www.utmsu.ca)).

### Job Description:

The Associate Policy and Governance will be working closely with the Executive team of UTMSU to create and achieve the goals of the union.

### Responsibilities:

- Must complete **at least eight (8) office hours a week.**
- Attend weekly team meetings and UTM townhall meetings.
- Chair or take minutes at certain meetings as designated
- Outreach for campaigns and services undertaken by UTMSU.
- Research on student policy initiatives including but not limited to academics and assist with lobbying the university administration.
- Attend, observe and take notes at Campus council, campus affairs and academic affairs meetings.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**

### Qualities/Skills Required:

- 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.
- Strong analytical and research skills are an added asset.
- Quick Learner and energetic

**Compensation**

Remuneration is \$14/hour

**Contact / Application Information:**

For more information on the position of Associate Policy and Governance, 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: Associate Policy and Governance"**.

**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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