



## UTMSU ORIENTATION 2020 - EMPLOYMENT OPPORTUNITY

**Position:** Logistics Coordinator  
**Type:** Contract/Part Time  
**Location:** UTM (Mississauga)  
**Start Date:** No later than Monday, June 08, 2020  
**Date Posted:** Tuesday, May 19, 2020  
**Expiry Date:** Monday, June 01, 2020 - 11:59pm  
**Positions Available:** 4 (Four)

### 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 Students 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. For more information please visit [www.utmsu.ca](http://www.utmsu.ca).

### Job Description:

The Logistics Coordinator will be a member of the Orientation Committee Team, and will work closely with the Orientation Coordinators and Graphic Designer to assist with planning all orientation related events. This individual will be expected to work cohesively with the team to successfully execute all Orientation events. The Logistics Coordinator will report on a regular basis to the Orientation Coordinators, VP Campus Life, and the VP Internal.

### Requirements:

- Registered undergraduate UTM student, in the 2019-2020 and the 2020-2021 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 is an asset
- Must be attentive to fine details
- Flexible availability
- Superior organizational and administrative abilities
- Previous experience with UTM Orientation events is an asset

### Duties & Responsibilities:

- Work with the Orientation Executive Team to actively coordinate and successfully execute all events related to UTMSU Orientation
- Assist in the planning and execution of all events related to UTMSU Orientation.
- Other duties as assigned

### Compensation

Remuneration is on an honorarium basis.



### Contact / Application Information:

For more information on the position of Logistics Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca)

### How to Apply:

- Please send your cover letter & resume by **Monday, June 01, 2020 at 11:59 pm** to the following: [jobs@utmsu.ca](mailto:jobs@utmsu.ca).
- Emails must have the subject line "**Logistics Coordinator 2020**".
- Cover letter and resume **must not be** more than 2 pages each.

### Interview:

Only selected candidates will be contacted for an interview.

### Other Details:

- 10-12 hours/week with an increased number of hours leading up to Orientation.
- Must have full time availability during Orientation Week
- Contract start date: **Monday, June 08, 2020**
- Contract end date: **September 18, 2020 – possible extension pending performance review.**