



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

EMPLOYMENT OPPORTUNITY

Position: VP Internal Associate

Hours: 8-12 Hours/Week

Location: UTM (Mississauga)

Duration: Monday, June 29th, 2020 – Friday, April 30th, 2021

Date Posted: May 26th, 2020

Expiry Date: June 8th, 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 VP Internal Associate will be working closely with the Executive team of UTMSU, and mainly with the VP Internal 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. The associate will directly report to the VP Internal and the Executive Director.

Duties & 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!**
- Other duties as assigned

What you are required to bring to the table:

- Ability to work within a team and independently
- Interest in finances and human resources
- Highly organized and able to multitask
- Detail oriented and solution focused
- Punctuality
- 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.



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

- 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 VP Internal Associate, please contact UTMSU at jobs@utmsu.ca.

How to Apply:

- Please send your cover letter & resume by **June 8th, 2020 at 11:59 pm** to the attention of Fahad Dayala: jobs@utmsu.ca
- Please use the subject “**Application: VP Internal Associate**”.
- Resume & Cover Letter each **must not be** more than 2 pages in length.

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

Also, visit us on www.utmsu.ca/ and visit us on:

<http://www.facebook.com/myUTMSU> or follow us on Instagram and Twitter @myUTMSU