



EMPLOYMENT OPPORTUNITY

Position: Associate VP University Affairs
Hours: 8 -12 Hours/Week
Location: 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 Associate Campaigns and Advocacy will be working closely with the Executive team of UTMSU, and VP University Affairs in specific to create and achieve the goals of the union. The candidate will support the Campaign projects and assist with leading advocacy initiatives of the union. The associate will report directly to the VP University Affairs, VP Internal, and the Executive Director.

Duties & Responsibilities:

- Must complete **at least eight (8) office hours a week.**
- Attend weekly team meetings, and other meetings pertaining to Campaigns and Advocacy.
- Outreach for campaigns and services undertaken by UTMSU.
- Chair or/and take minutes for meetings attended.
- Be an active member advocating and educating the membership on issues pertaining to UTMSU Campaigns and Initiatives.
- Scheduling outreach hours for the team and part-time workers.
- Initiating and organizing support for both internal and external campaigns.
- Assist with advocacy on all issues relating but not limited to academic, cultural and educational issues.
- Perform various other 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 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.
- Energetic and Ambitious
- Excellent Budgeting skills

- Strong analytical and research skills are an added asset.
- Knowledge and passion for advocacy issues.

Compensation

Remuneration is \$14/hour

Contact / Application Information:

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

How to Apply:

Please send your cover letter & resume on **June 8th, 2020 at 11:59pm** to the attention of Fahad Dayala: jobs@utmsu.ca. Please use the subject “**Application: VP University Affairs 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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<http://www.facebook.com/myUTMSU> or follow us on Instagram and Twitter @myUTMSU