



## UTMSU ORIENTATION 2021 - VOLUNTEER OPPORTUNITY

**Position:** Logistics Coordinator

**Type:** Honorarium

**Location:** UTM (Mississauga)

**Start Date:** No later than Monday, June 7, 2021

**Date Posted:** Monday, April 26, 2021

**Expiry Date:** Monday, May 17, 2021 at 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 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. 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 Coordinator 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 Coordinator, VP Campus Life, and the VP Internal.

### Requirements:

- Registered undergraduate UTM student, in the 2020-2021 and the 2021-2022 academic year
- Online and in-person 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 Committee team to actively coordinate and successfully execute 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 [apply@utmsu.ca](mailto:apply@utmsu.ca)



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

1815 Inner Circle Rd., Student Centre Room 100  
Mississauga, ON, L5L 1C6  
T: 905-828-5249 F: 905-569-4714

### How to Apply:

- Please send your cover letter & resume by Monday, May 17, 2021 at 11:59PM to the following: .
- Emails must have the subject line "**Logistics Coordinator 2021**".
- Cover letter and resume **must not be** more than 2 pages each.
- Send to [apply@utmsu.ca](mailto:apply@utmsu.ca)

### 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: No later than Monday, June 7, 2021
- Contract end date: Friday, September 17, 2021– possible extension pending performance review.