



EMPLOYMENT OPPORTUNITY

Position: Associate - VP Equity
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Friday, June 10, 2022 – Sunday, April 30, 2023.

Date Posted: May 9th, 2022
Expiry Date: May 23rd, 2022 at 11:59PM

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 to the Vice President Equity will be working closely with the Vice President Equity to create and achieve the goals of the union. The candidate will support the Equity projects and campaigns under the preve of the Campaigns and Advocacy Commission. The Associate will support UTMSU staff such as the Racialized Students Coordinator.

Responsibilities:

- Must complete **at least five (5) office hours a week.**
- Attend mandatory weekly meetings with the VP Equity and other coordinators under the campaigns portfolio.
- Work with the VP Equity to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.
- Chair or take minutes at certain meetings as designated
- Complete tasks as assigned by the VP Equity.

Qualities/Skills Required:

- Highly organized.
- Effective communicator.
- Punctual.
- Extremely personable.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills.
- Good organizational skills: time management and organize/schedule meetings.
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Knowledgeable and/or willing to learn.
- Effective Note Taker.

Compensation

Remuneration is \$15.00/hour

Contact / Application Information:

For more information on the position of Associate to the VP Equity, please contact UTMSU at jobs@utmsu.ca and vpequity@utmsu.ca

How to Apply:

Please send your cover letter & resume on May 23rd, 2022 at 11:59PM to the attention of Wenhan (Berry) Lou: jobs@utmsu.ca and CC: vpequity@utmsu.ca . Please use the subject “**Application: VP Equity 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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