



## EMPLOYMENT OPPORTUNITY

**Position:** Associate - VP External  
**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 - 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](http://www.utmsu.ca)).

### Job Description:

The Associate to the Vice President External will be working closely with the Vice President External to create and achieve the goals of the union. The candidate will support the External projects and campaigns

### Responsibilities:

- Must complete **at least five (5) office hours a week.**
- Attend weekly team meetings, ministry meetings, and other meetings pertaining to External affairs and the UTMSU.
- Chair or take minutes at certain meetings as designated.
- Assist with scheduling appointments for the VP External.
- Complete tasks as assigned by the VP External.

### 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 External, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca).

**How to Apply:**

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