



EMPLOYMENT OPPORTUNITY

Position: Associate - VP Internal
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).

Job Description:

The Associate to the President Internal will be working closely with the Vice President Internal to achieve the goals of the union. The candidate will support the Vice President Internal with projects and campaigns. The Associate must demonstrate an interest in budgeting and human resources.

Responsibilities:

- Must complete at least **five (5) office hours a week**.
- Attend weekly team meetings, pertaining to the duties assigned.
- Chair or take minutes at certain meetings as designated
- Assist with scheduling appointments for the Vice President Internal.
- Complete tasks as assigned by the Vice President Internal.

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.
- Creative.
- Effective Note Taker.
- Excellent Budgeting skills.

Compensation

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of Associate to the Vice President Internal, please contact UTMSU at jobs@utmsu.ca and vpinternal@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 and CC: vpinternal@utmsu.ca. Please use the subject “**Application: Vice President Internal 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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