



EMPLOYMENT OPPORTUNITY

Position: Associate - VP University Affairs
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 Vice President University Affairs (VP UA) will be working closely with the Vice President to create and achieve the goals of the union. The candidate will work on varying projects under the UA team. The Associate will support UTMSU staff such as the Campus Groups and Academic Advocacy coordinators.

Responsibilities:

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

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 UA, please contact UTMSU at vpua@utmsu.ca and jobs@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 vpua@utmsu.ca. Please use the subject “**Application: VP UA 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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