



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

## EMPLOYMENT OPPORTUNITY

**Position:** Bursary Coordinator  
**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 Bursary Coordinator will be working with the staff and executive to launch, review, and distribute bursaries based on student demand. As well as assist with the operations of the UTMSU equity team.

### Responsibilities:

- Must complete a minimum of **four (6) office hours a week**.
- Attend mandatory weekly meetings with the VP Equity and the Equity Team.
- Assist the VP Equity in creating bursary applications following UTMSU guidelines
- Create and maintain a highly organized bursary application review progress
- Assist the VP Equity in reviewing applications once students submit them
- Work with the VP Equity to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.

### Qualities/Skills Required:

- Highly organized
- Thorough understanding of the principles of equity
- Adhere to confidentiality
- Effective communicator
- Punctual
- Ability to work with team
- Extremely personable

**Compensation:**

Remuneration is \$15.00/hour.

**Contact / Application Information:**

For more information on the position of Bursary Coordinator, please contact UTMSU at [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca) and [jobs@utmsu.ca](mailto:jobs@utmsu.ca). Please use the subject “**Application: Bursary Coordinator.**”

**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 [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca).

**Interview:**

Only selected candidates will be invited for an interview.

**Hours and compensation:**

- Contract start date: June 14, 2022
- Contract end date: April 30, 2023 – possible extension pending performance review.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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