



EMPLOYMENT OPPORTUNITY

Position: Minute Taker
Type: 12 Hours/Week – as required.
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 UTMSU Minute-taker will be working with the UTMSU President and the executive committee to document the interactions of participants at UTMSU meetings.

Responsibilities:

- Must complete a minimum of **three (3) office hours a week**.
- Attend mandatory weekly meetings with the Vice President Internal, the associates, and other coordinators under the supervision of the Vice President Internal.
- Responsible for the compilation of all the minutes and documents of the Board of Directors, UTMSU Commission, and Committees.
- Responsible for taking minutes at the Board of Director meetings, Executive meetings, and any other meetings as determined by the Vice-President Internal.
- Any other responsibilities as determined by the Vice-President Internal and Executive Committee.
- Attend all UTMSU Board, Commission & Executive Meetings.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, the President and the Executive Director on a bi-weekly basis, with all projects and work assigned.

**** Will be required to demonstrate typing ability during interview. ****

Qualities/Skills Required:

- Self-motivated and Dedicated
- Effective communicator.
- Punctual.
- Ability to type readably and quickly
- Adhere to confidentiality.
- Highly organized.
- Organization and attention to detailed information are necessary skills.
- Ability to work with a team.
- **Bonus:** Familiarity with Robert's Rules of Order



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

Compensation:

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of Minute-Taker, please contact UTMSU at jobs@utmsu.ca and cc: vpinternal@utmsu.ca . Please use the subject “**Application: UTMSU Minute-Taker**”.

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 .

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: Friday, June 10, 2022
- Contract end date: Sunday, April 30, 2023

- Your Students' Union
University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

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