



EMPLOYMENT OPPORTUNITY

Position: WUSC 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).

Job Description:

The WUSC coordinator will be working with the Vice University Affairs to raise awareness about the World University Services of Canada – <http://wusc.ca/>. WUSC is a Canadian non-profit organization dedicated to improving education, employment, and empowerment opportunities for underprivileged youth, women, and refugees around the world. The coordinator will also be responsible for providing support to the WUSC Student(s).

Responsibilities:

- Must complete minimum of **six (6) office hours a week**.
- Attend mandatory weekly meetings with the VP University Affairs, the associates, and other coordinators under the supervision of the VP University Affairs.
- Chair of the UTMSU WUSC Local Committee.
- Assist the VP University Affairs with all administrative matters related to the WUSC Program at UTM
- Perform all preparatory actions needed for the new refugee student
- Provide one on one support to new and current refugee students on a frequent basis
- Supervise and work along WUSC volunteers, directors, and members of the WUSC Local Committee to increase the profile of the WUSC program.
- Represent the WUSC Local Committee at external events, meetings, and conferences related to WUSC
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, the Executive Director and the VP University Affairs on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Highly organized.
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.



- Ability to work with and lead a team.
- Extremely personable.
- Being an international student is an asset.
- Budgeting skills are an asset.
- Understand the impact of food insecurity.
- Familiar with international issues is an asset.
- Organization and attention to detailed information are necessary skills.

Compensation:

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of WUSC Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpua@utmsu.ca. Please use the subject “**Application: WUSC 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 and CC: vpua@utmsu.ca.

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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