



University Of Toronto Mississauga  
Students' Union

3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

## EMPLOYMENT OPPORTUNITY

**Position:** Web Administrator 2022  
**Type:** 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 Web administrator will be working with the UTMSU President and the executive committee to manage and design the UTMSU website(s) and other online platforms.

### **Responsibilities:**

- Must complete a minimum of **three (3) office hours a week**.
- Attend mandatory weekly meetings with the President, the associates, and other coordinators under the supervision of the President.
- Responsible for the development and maintenance of the UTMSU website.
- The candidate will be working with the rest of the Communication team to establish a working process in which projects and website changes will be created and delivered as per the direction of the Executive Committee.
- In coordination with the VP Internal & Services and the President, act as an on-call Webmaster regarding the updates and maintenance of the UTMSU Website.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal & Service, the President and the Executive Director on a bi-weekly basis, with all projects and work assigned.
- May only take direction from the **UTMSU Executive team** regarding projects and advertisements.

### **Qualities/Skills Required:**

- Highly organized.
- Experience with web-design and content management platforms..
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.
- Ability to work with and lead a team.
- Extremely personable.
- Familiar with Graphic Design, Web/App design.
- 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 Web Administrator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [president@utmsu.ca](mailto:president@utmsu.ca) . Please use the subject "Application: Web Administrator".

**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 CC: [president@utmsu.ca](mailto:president@utmsu.ca) .

**Interview:**

Only selected candidates will be invited for an interview.

**Hours and compensation:**

- Contract start date: June 10, 2022
- Contract end date: April 30, 2023 – possible extension pending performance review.

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

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