



EMPLOYMENT OPPORTUNITY

Position: Assistant to the Board
Type: 10-12 Hours/Week
Location: Mississauga
Duration: October 1, 2022 – April 30, 2023.

Date Posted: Sept 14, 2022
Expiry Date: Sep 28, 2022 - 5:00PM

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 Assistant to the Board will be working with the UTMSU Vice-President Internal and the executive committee, as well as the Board of Directors, to document the interactions of participants at UTMSU Official Meetings.

Responsibilities:

- Must complete a minimum of **five (5) office hours a week**.
- Attend mandatory meetings with the Vice-President Internal, the associates, and other coordinators under the supervision of the Vice-President Internal.
- Attend the UTMSU Board Meetings, and Commissions. As well as other meetings as per request of the Vice-President Internal
- Be responsible for ensuring items considered by the Board of Directors are properly archived.
- Be responsible for compiling all minutes and documents of the Board of Directors, UTM Commission and Committees.
- Be responsible, in conjunction with the Vice-President Internal for sending out agendas of the Board and minutes packages to the Board with due notice.
- Be responsible for scheduling Board Meetings and ensuring attendance and/or proxying of members of the board and executive
- Be responsible for scheduling outreach of members of the board and executive
- Any other responsibilities as determined by the Vice-President Internal and Executive Committee.
- 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.

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

Compensation:

Remuneration is \$16.00/hour.

Contact / Application Information:

For more information on the position of Assistant to the Board, please contact UTMSU at jobs@utmsu.ca and cc: vpinternal@utmsu.ca . Please use the subject "**Application: UTMSU Assistant to the Board**".

How to Apply:

Please send your cover letter & resume by Sep 28, 2022 - 5:00PM to the attention of Wenhan 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: October 1, 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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