



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100
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EMPLOYMENT OPPORTUNITY

Position: Orientation Coordinator **Date Posted:** Wednesday, March 22, 2023
Type: Part-Time, contract **Expiry Date:** Wednesday, April 5, 2023, 11:59PM
Location: Mississauga **Duration:** May 2023- end of September 2023
Start Date: No later than May 1, 2023
Hours: 12 hours/week in May, with the possibility of extension on a full-time basis for the remainder of Orientation Planning. (hours are expected to be fluctuating for this role)

UTM Students' Union:

The UTM Students' Union (UTMSU), Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. The UTMSU also manages the student center and administers many cost-saving services. The UTMSU 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. For more information please visit www.utmsu.ca.

Job Description:

The UTMSU is seeking two individuals to plan, implement and lead Orientation Week activities at the UTM campus. One coordinator will lead the sponsorship activities of Orientation Week, while the other one will lead the Orientation logistics and training of orientation leaders. Among other duties, the Orientation Coordinators will be responsible for regular status reports and records of all finances related to Orientation. The Orientation Coordinators will report to the Vice-President Campus Life and Executive Director and will work closely with other officers and staff of UTMSU including, but not limited to, the Executive Committee and the UTMSU Internal Coordinator.

Responsibilities and Duties:

- Regular reporting to the President and the Vice-President Campus Life (or designate) and Orientation Committee regarding the operations and finances of Orientation.
- Preparation of sponsorship proposals for groups external and internal to the University of Toronto.
- Orientation volunteer and leaders recruitment and training.
- Managing Orientation finances including, but not limited to, ensuring a balanced Orientation budget and preparing records of accounts payable and receivable.
- Planning all logistical and operational activities associated with, but not limited to, Orientation kits, UTM Carnival, UofT Parade and a clubs fair and/or festival/carnival.
- Being the forefront of UTMSU Orientation programming.
- Submitting a detailed, written transition report to the VP Campus Life (or designate)

Qualifications and Required Skills:



- Must be at least in their second year while applying for this position.
- Event planning and fundraising experience.
- Familiarity with the objectives and operations of the Students' Union.
- Superior organizational and administrative abilities.
- Financial planning and budgeting experience.
- Leadership and teamwork skills.
- Previous experience with UofT Orientation events is an asset.
- Experience with online platforms (E.g. Zoom) and planning online programming is an asset.
- Must be a registered UTMSU member in the 2022-2023 academic year.

How to Apply:

- Please send your:
 - Resume
 - Cover Letter
 - Preliminary Proposal Outline for Orientation Week initiativesby April 5, 2023 at 11:59pm to the attention of Wenhan (Berry) Lou: jobs@utmsu.ca.
- Please use the subject "Application: Orientation Coordinator 2023"
- Resume & Cover Letter each must not be more than 2 pages in length.
- Only applicants selected for an interview will be contacted
- Please don't call, feel free to reach out via email.

If you have any questions please contact the VP Internal at vpinternal@utmsu.ca

Please note:

- The UTMSU is an independently incorporated students' union operating within the University of Toronto community; this is not a University of Toronto position.
- This position is only open to current UTM students, or 2023 graduates.