



EMPLOYMENT OPPORTUNITY

Position: Event Coordinator
Type: 30 Hours/Week
Location: Mississauga
Duration: May 6th, 2024 – September 30, 2024, with possible extension

Date Posted: April 10th, 2024
Expiry Date: April 24th, 2024- 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 Event Coordinator will be working closely with the Vice President Campus Life, Orientation Committee, and Orientation Volunteers, to achieve the goals of the union. The candidate will support the Vice President Campus life with projects and campaigns. The Coordinator must demonstrate an interest in campus life events and UTMSU orientation.

Responsibilities:

- Must complete **at least twenty (20) office hours a week**
- Attend weekly team meetings with the VP Campus Life and the Orientation Coordinators
- Support the VP Campus Life and the Executive Team on Orientation Planning as well as other summer events
- Assist with the orientation planning, including but not limited to logistic, marketing, and sponsorship
- Organize the UTMSU Events Calendar for the summer, fall and winter terms
- Complete tasks as assigned by the Vice President Campus Life and the Executive Team.

Qualities/Skills Required:

- Highly organized.
- Effective communicator.
- Punctual.
- Extremely personable.
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills.
- Good organizational skills: time management and organize/schedule meetings.
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Knowledgeable and/or willing to learn.
- Creative.
- Effective Note Taker.
- Excellent Budgeting skills.

Compensation

Remuneration is \$17.00/hour.

Contact / Application Information:

For more information on the position of Associate to the Vice President Campus Life, please contact UTMSU at jobs@utmsu.ca and executivedirector@utmsu.ca

How to Apply:

Please send your cover letter & resume by May 21st 2023 11:59pm to the attention of Yongxin (John) Liang: jobs@utmsu.ca and CC: executivedirector@utmsu.ca . Please use the subject “**Application: Event Coordinator**”.

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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