



## EMPLOYMENT OPPORTUNITY

**Position:** Associate to the Executive Director  
**Type:** 10-12 Hours/Week  
**Location:** Mississauga  
**Duration:** Monday, May 6, 2024 – Tuesday, April 30, 2025  
**Date Posted:** Tuesday April 8, 2024  
**Expiry Date:** April 20, 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](http://www.utmsu.ca)).

### Job Description:

The Associate to the Executive Director will be working closely with the Executive Director and Executive Team to create and achieve the goals of the union. The candidate will support the Executive Director and Executive Team with projects and campaigns. The Associate should have a strong sense of social justice issues and should be willing to work on organizing and planning.

### Responsibilities:

- Must complete **at least 5 office hours a week**.
- Must complete **at least 3 hours** of assigned outreach per week.
- Attend weekly team meetings, pertaining to the duties assigned.
- Chair or take minutes at certain meetings as designated
- Assist with scheduling appointments for the Executive Director.
- Complete tasks as assigned by the Executive Director.

### Qualities/Skills Required:

- Highly organized
- Effective communicator: possess inter- and intra-personal skills.
- Punctual
- Extremely personable
- Self-motivated and Dedicated: able to complete tasks without being supervised
- Passionate about UTMSU campaigns and overall mission
- Collaborative and works well with others in a team environment
- Good organizational skills: time management and organizing/scheduling 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

**Compensation:**

Remuneration is \$17.00/hour.

**Contact / Application Information:**

For more information on the position of Associate to the President, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [executivedirector@utmsu.ca](mailto:executivedirector@utmsu.ca)

**How to Apply:**

Please send your cover letter & resume by May 21st, 2023 at 11:59PM to the attention of Yongxin (John) Liang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [executivedirector@utmsu.ca](mailto:executivedirector@utmsu.ca) Please use the subject **“Application: Associate to Executive Director.”**

**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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