



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

1815 Inner Circle Rd., Student Centre Room 100  
Mississauga, ON, L5L 1C6  
T: 905-828-5249 F: 905-569-4714

## EMPLOYMENT OPPORTUNITY

**Position:** Student Support Coordinator Associate    **Date Posted:** Apr 16th, 2024  
**Type:** 10-12 Hours/Week    **Expiry Date:** Apr 23rd, 2024 –11:59PM  
**Location:** Mississauga  
**Duration:** May 1, 2024 – April 30, 2025

### 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 Student Support Coordinator (SSC) Associate will be supporting the Student Support Coordinator and UTMSU executives to assist in coordinating the **UTMSU Bursary Program**, the **UTM Food Centre**, and the **UTMSU Academic Advocacy Centre**. Additional responsibilities may include working on the improvement of student support services at the UTMSU, and working closely with the Student Support Coordinator to achieve the goals of the union.

### Responsibilities:

- Must complete a minimum of **five (5) office hours a week**.
- Attend mandatory weekly team meetings with the VP Equity and SSC.
- Assist the Equity Team and SSC in reviewing bursary applications following UTMSU guidelines.
- Help the Equity Team and SSC plan the semester bursary programs for UTM students.
- Assist with Food Centre orders, pick-ups and organization of Food Centre volunteers.
- Raise awareness about the Food Centre services through events, campaigns and weekly outreach.
- Support the SSC and VP University Affairs with the planning and execution of Academic Advocacy Week and other educational initiatives for UTM students.
- Work with the SSC to liaise with the University of Toronto Departments to further advocate for students' academic rights.
- Complete relevant tasks set by Equity Team and SSC to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.

**Qualities/Skills Required:**

- Highly organized
- Thorough understanding of the principles of equity
- Adhere to confidentiality
- Effective communicator
- Collaborative and works well with others in a team environment
- Punctual
- Organization and attention to detailed information
- Collaborative and works well with others in a team environment
- Extremely personable
- Familiarity with the union's services, such as the Food Centre and Bursary programs, is an asset.

**Compensation:**

Remuneration is \$17.00/hour.

**Contact / Application Information:**

For more information on the position of SSC Associate, please contact UTMSU at [studentsupport@utmsu.ca](mailto:studentsupport@utmsu.ca) and [jobs@utmsu.ca](mailto:jobs@utmsu.ca). Please use the subject “**Application: SSC Associate.**”

**How to Apply:**

Please send your cover letter & resume by April 23rd, 2023 at 11:59PM to the attention of Yongxin (John) Liang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [studentsupport@utmsu.ca](mailto:studentsupport@utmsu.ca). Please use the subject “**Application: SSC Associate.**”

**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

Also, visit us on [www.utmsu.ca/](http://www.utmsu.ca/) and visit us on:  
[www.facebook.com/UTMSU](https://www.facebook.com/UTMSU) or follow us on Twitter @myUTMSU