



## EMPLOYMENT OPPORTUNITY

**Position:** Associate - VP Equity  
**Type:** 10-12 Hours/Week  
**Location:** Mississauga  
**Duration:** Monday, June 3, 2024 – Wednesday, April 30, 2025.

**Date Posted:** May 13th, 2024  
**Expiry Date:** May 26th, 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 Vice President Equity will be working closely with the Vice President Equity to create and achieve the goals of the union. The candidate will support the Equity projects and campaigns under the preve of the Campaigns and Advocacy Commission. The Associate will support UTMSU staff such as the Racialized Students Coordinator and Sustainability Coordinator.

### Responsibilities:

- Must complete **a minimum of six(6) office hours a week.**
- Attend mandatory weekly meetings with the VP Equity and other coordinators under the campaigns portfolio.
- Work with the VP Equity to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.
- Chair or take minutes at certain meetings as designated
- Complete tasks as assigned by the VP Equity.
- Complete **at least 3 hours** of assigned outreach per week.

### 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.
- Effective Note Taker.

**Compensation**

Remuneration is \$17.00/hour.

**Contact / Application Information:**

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

**How to Apply:**

Please send your cover letter & resume on May 26th, 2024 - 11:59PM to the attention of Ronny Chen: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca) . Please use the subject “**Application: VP Equity 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

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