



EMPLOYMENT OPPORTUNITY

Position: Campus Groups Coordinator **Date Posted:** July 24th, 2024
Type: FULL TIME **Expiry Date:** August 7th, 2024 - 6:00PM
Location: Mississauga - UofT Mississauga Campus
Duration: Permanent Contract

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 Campus Groups Coordinator will be working with the Vice President Campus Life and Vice President University Affairs to support all UTMSU recognized campus groups by providing them with access to resources and available space for their activities. They will also be responsible for maintaining a calendar of all upcoming events hosted by the UTMSU student groups. The coordinator will be responsible for working on club & society re-recognition packages, answering club & society queries and concerns, and any other responsibilities regarding the UTMSU clubs & societies. The Coordinator will report directly to the UTMSU HR Committee, and will be expected to work 40 hours a week, from Monday through Friday. The position will start August 19, 2024.

Responsibilities:

UTM Campus Groups are the back-bone of the UTMSU and as such, it is vital to maintain a good relationship between the Union and its recognized clubs, academic societies and levy groups. The Campus Groups Coordinator shall work to maintain this relationship in good faith. The Campus Groups Coordinator will:

- Work on a full-time basis (40 hours per week) with some possibility of work from home days.
- Attend mandatory meetings with the President, Vice President Campus Life and Vice President University Affairs.
- Reports all major tasks and hours of work to the Executive Director as well as the Executive Committee.
- Will be responsible for answering all campus groups queries in a timely manner.
- Refer club concerns to the VP Campus Life and assist with implementing solutions
- Refer academic society concerns to the VP University Affairs and assist with implementing solutions.

- Refer levy groups concerns to the Executive Director and assist with implementing solutions.
- Prepare at least one workshop at the beginning of each semester (Summer, Fall, Winter) to orient campus groups executives with relevant rules, deadlines, opportunities, and services provided to them by UTMSU.
- Update the Campus Groups Handbook and website with relevant information for clubs, societies, levy groups and general members.
- Work with VP Campus Life and VP University Affairs to organize club/society recognition and office space requests.
- Find innovative ways to better serve campus groups and help with the implementation.
- Assist in organizing Welcome Back Week and help in other club/society/levy group related events.
- Ensure that club/society/levy group office hours are set and complied with.
- Ensure levy groups have a proper and valid space agreement with the UTMSU.
- Oversee overall financial matters pertaining to clubs and societies.
- Work with levy groups to ensure they maintain good financial standing.
- Maintain all current information of all campus groups.
- Request all key access cards on behalf of campus groups.
- Assist the VP Campus Life with preparing agendas for the Clubs Committee meetings.
- Assist the VP University Affairs with preparing agendas for the Academic Societies Advisory Committee meetings.
- Attend all Clubs Committee meetings and Academic Societies Advisory Committee meetings.
- Maintain the campus groups database including financial information pertaining to the clubs, societies, and levy groups.
- Facilitate funding workshops to ensure proper financial statements.
- Build a strong relationship with the campus groups.
- Make an effort to attend campus groups events.

Qualities/Skills Required:

- Effective communicator.
- Punctual and responsive.
- Highly organized.
- Self-motivated and Dedicated.
- Ability to work with a team.
- Attention to detail to ensure communications with campus groups is done in a proper manner.
- Able to manage multiple projects simultaneously with strict deadlines.
- Adhere to confidentiality.

Compensation:

The compensation will be \$50,000 CAD plus benefits, including vacation and sick days.

Contact / Application Information:

For more information on the position of Campus Groups Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: executivedirector@utmsu.ca. Please use the subject "Application: UTMSU Campus Groups Coordinator."

How to Apply:

Please send your cover letter & resume by August 7th, 2024 - 6:00PM to the attention of Ronny Chen: jobs@utmsu.ca and CC: executivedirector@utmsu.ca. Please use the subject "Application: UTMSU Campus Groups Coordinator."

Interview:

Only selected candidates will be contacted for an interview.

- Your Students' Union
University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

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