



EMPLOYMENT OPPORTUNITY

Position: Vice President Campus Life **Date Posted:** July 24th, 2024
Type: Full Time - 40 hours/week **Expiry Date:** August 7th, 2024 - 6:00PM
Location: Mississauga - UofT Mississauga Campus
Duration: August 19th, 2024 – April 30th, 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).

Job Description:

The Vice President Campus Life is an executive member of UTMSU. This executive member is the primary liaison with over 100 UTMSU-recognized student clubs on campus. The VP Campus Life is responsible for the advocacy of student life issues, as well as the promotion and coordination of events and services that will enhance the student experience at the University of Toronto Mississauga (UTM). The VP Campus Life will also chair the UTMSU Clubs Committee and the Student Life Commission that works to fulfill the initiatives of Campus Life campaigns and projects.

Responsibilities:

This position reports to the UTMSU's Board of Directors. The VP Campus Life will be required to assist the Executive Committee with the successful operation of the Union's priorities for a dynamic and diverse students' union of over 16,000 full-time and part-time undergraduate student members. The specific duties of the VP Campus Life include, but are not limited to:

- Responsible for UTMSU Orientation and all other UTMSU Events such as Welcome Week, HalloWeek, Culture Fest, Block Party and others
- Manage the VP Campus Life Team as well as the Orientation Team which includes UTMSU Orientation Coordinator(s) and other members of the committee
- Assume the initiatives and responsibilities developed by the incoming elected UTMSU executives that fall under the VP Campus Life portfolio, including running a deficit-free UTMSU Orientation and working towards the development of the UTM Student Centre.
- Be the liaison for all clubs on campus, as well as overview and approve/deny all funding proposals, presenting these proposals to the Clubs Committee and ensuring that the Committee stays within its budget.

- The VP Campus Life duties will often extend beyond the traditional and required work hours (i.e. will often include evenings and weekends).
- Will be responsible for answering all campus groups queries in a timely manner.
- Will be responsible for answering all queries on the UTMSU Instagram page
- Will be expected to come in every week day in person from 10am–6pm, not limited to occasional weekends
- Other related office, administrative and clerical duties.

Qualities/Skills Required:

- Undergraduate student and UTMSU member during the 2024-2025 academic year.
- Student leadership, organizational and administrative experience.
- Financial oversight and budgeting experience is an asset.
- Unless you are graduating in June 2024 or are an international student, you must be enrolled in at least one (1) course but no more than two and half (2.5) course equivalents (F.C.E) during both the summer 2024 and Fall-Winter (2024-2025) terms.
- Intermediate computer skills in relation to word processing (Microsoft Word) and spreadsheet development (Microsoft Excel).
- Exceptional organizational, time-management, and prioritizing skills.
- Able to work independently.
- Strong oral and written communication skills.
- Strong teamwork and collaborative skills.
- Friendly, polite, and energetic personality.
- Punctuality and reliability are essential.

Compensation:

SALARY – To be determined by the UTMSU policies and consumer price index (CPI).

Contact / Application Information:

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

How to Apply:

- Please send your:
 - Resume
 - Cover Letter
 - Preliminary Proposal Outline for Campus Life initiatives
 by August 7th, 2024 - 6:00PM to the attention of Ronny Chen: jobs@utmsu.ca.
- Please use the subject "Application: VP Campus Life 2024"
- Resume & Cover Letter each must not be more than 2 pages in length.

The UTMSU is committed to employment equity and encourages applications from members of diverse communities.

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

Also, visit us on utmsu.ca and visit us on: facebook.com/UTMSU or follow us on Twitter

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