



EMPLOYMENT OPPORTUNITY

Position: Web Administrator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: August 19th, 2024 – April 30th, 2025.

Date Posted: July 24th, 2024
Expiry Date: August 7th, 2024 - 6:00PM

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 Web administrator will be working with the UTMSU President and the executive committee to manage, design, and maintain the UTMSU website(s) and other online platforms. Key duties include updating content, troubleshooting technical issues, optimizing site performance, and coordinating with our communications team to enhance online presence. The ideal candidate will have experience with web development tools, and basic SEO practices, ensuring it is up-to-date, secure, and user-friendly.

Responsibilities:

- Must complete a minimum of six (6) office hours a week.
- Attend mandatory weekly meetings with the President, the associates, and other coordinators under the supervision of the President.
- Responsible for the development and maintenance of the UTMSU website.
- The candidate will be working with the rest of the Communication team to establish a working process in which projects and website changes will be created and delivered as per the direction of the Executive Committee.
- Strategize and implement changes to the website to increase user experience, accessibility, functionality, and align with the organization's mission and goals.
- Collaborate with the Graphics and Communications Coordinator to assist with design updates and enhancements.
- In coordination with the VP Internal & Services and the President, act as an on-call Webmaster regarding the updates, troubleshooting, and maintenance of the UTMSU Website.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal & Service, the President and the Executive Director on a bi-weekly basis, with all projects and work assigned.
- May only take direction from the UTMSU Executive team regarding projects and advertisements.
- Complete at least three (3) hours of assigned outreach per week.

Qualities/Skills Required:

- Highly organized.
- Experience with web-design and content management platforms.
- Knowledge of HTML and CSS. Knowledge of Javascript is an asset.
- Self-motivated and dedicated.
- Effective communicator.
- Punctual.
- Strong project management skills.
- High level of accuracy in work, ensuring all web content is error-free and visually appealing.
- Ability to learn and adapt to new technologies and tools.
- Adhere to confidentiality.
- Ability to work with and lead a team.
- Extremely personable.
- Familiar with Graphic Design, Web/App design.

Compensation:

Remuneration is \$17.00/hour.

Contact / Application Information:

For more information on the position of Food Center Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: graphics@utmsu.ca. Please use the subject “**Application: Web Administrator**”.

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: graphics@utmsu.ca.

Interview:

Only selected candidates will be contacted for an interview.

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