



EMPLOYMENT OPPORTUNITY

Position: Executive Director
Type: FULL TIME
Location: Mississauga - UofT Mississauga Campus
Duration: One Year Contract with possibility of extension.
Date Posted: January 20th, 2025
Expiry Date: February 3rd, 2025 - 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:

We are in search of a dedicated, creative, and highly motivated individual to act as an Executive Director for the Student Union. The Executive Director will supervise full-time and part-time staff of the UTMSU and provide advice, support and assistance to the Executive team with a specific emphasis on the UTMSU's internal operations and services. The Executive Director will be responsible for facilitating the development of policy, procedures and long-term planning.

In addition to overseeing the general direction of this not-for-profit students' union, the Executive Director will, in particular, implement strategic and organizational development; act as an ex-officio member of the Executive Committee and of the Board of Directors. The Executive Director will be responsible for annual UTMSU continuity and oversee the Executive staff management.

Responsibilities:

- Facilitate and lead organizational development as guided by the Mission and Vision of the UTMSU.
- Develop annual and long-term strategic planning in conjunction with Executive Committee.
- Supervise full-time staff as well as temporary and casual workers, in conjunction with the Executives.
- Develop continuity, training and reporting mechanisms with the Executives.
- Training and orientation of incoming Executive and Board members and all new staff.
- Support, assist, and advise the Executives, Directors, and any committees of the UTMSU and any affiliate organizations.

- Work in conjunction with the Executive Committee and staff to aid in the day-to-day operations and services delivery of the UTMSU office.
- Facilitate Executives, the Board, committees and related staff members in the preparation of annual budgets of the non-profit corporation.
- Assist the Executive, the Board, committees and related staff members on strategies and plans on advocacy.
- Assist in developing and executing projects of the Executives.
- Ensure a working environment that is open, accessible, transparent, and student-friendly
- Assist with and act as a resource for the UTMSU's services.
- Attend regular meetings of the UTMSU's Executive Committee, the Board of Directors, and the various committees as requested.
- Provide financial, operational and service updates to the Executive Committee as requested.
- The Executive Director will report directly to the President and Vice President Internal, and indirectly to the Executive Committee.

The Executive Director will also support UTMSU Staff with the following responsibilities:

- Monitors university governance activities and advises the Executive Committee on relevant matters.
- Maintains up-to-date internal bylaws, policies, and other elections and referenda policies.
- Supports the production of documents for Board of Directors meetings and Annual General Meetings.
- Providing advice and guidance on maintaining and improving financial/service operations to ensure the long-term viability of the Union. Assisting with the preparation of the Union's annual operating budget and all associated budget materials for circulation to the Executive Committee and membership, as requested; and
- Developing financial control protocols, accountability measures, and effective procedures to ensure adequate record keeping and reporting of the Union's financial information.
- Maintain minute binders for the UTMSU and UTMSU committees.
- Ensuring the collection, receipt and proper reconciliation of membership dues.
- Maintaining records dealing with leases, contracts, and administrative agreements.
- Shall act as a staff resource for UTMSU elections when requested by the Executive Director.
- Maintaining records dealing with salary rates, benefits, accumulated overtime, and other relevant payroll information;
- Preparing and processing bi-weekly payroll and other personnel reports.

Qualities/Skills Required:

- Comprehensive understanding of the objectives and operations of students' unions, and the history and goals of the student movement.
- Exceptional research and writing skills.
- Exceptional organizational, time-management, and prioritizing skills.

- Strong oral and written communication skills relevant to a work environment with an emphasis on conciseness and clarity.
- A strong understanding of the aims and goals of students' unions and the student movement will be considered an asset.
- A background in Human Resources is considered an asset.
- Familiarity with working within a post-secondary student union, or similar non-profit organization will be considered an asset.
- Exceptional organizational, planning, and time-management skills, as well as a demonstrated ability to problem solve and work well under pressure.
- Strong knowledge of reading and understanding constitutions, by-laws and legal documents.
- Ability to lead and mentor by facilitating group consensus and by fostering a team-oriented work environment.
- Familiarity with policy analysis and policy development.
- College diploma or University degree, or commensurate experience.
- A minimum of two years management experience.
- Demonstrated ability to work independently and as part of a team. Able to supervise, support, motivate and direct full and part-time employees and student volunteers.
- Experience in dealing with budget development and financial protocols in a non-profit organizational environment will be considered an asset.
- Dedication, commitment and a willingness to work overtime and flexible hours.
- An understanding of the dynamics and diversity of a suburban university will be considered an asset.
- Demonstrates ability in designing project models.
- Superior oral and written communication skills.
- Proficiency in Microsoft Office Suite.

Compensation:

The compensation will be \$75,000-\$80,000 CAD plus benefits, including vacation and sick days.

PLEASE NOTE: UTMSU is an independently incorporated organization working within the University of Toronto community. This position is NOT a University of Toronto staff position

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 Executive Director."

How to Apply:

Please send your cover letter & resume by February 3rd, 2025 - 6:00PM to the attention of Ronny Chen: jobs@utmsu.ca and CC: executivedirector@utmsu.ca. Please use the subject "Application: UTMSU Executive Director."

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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