



University of Toronto Mississauga  
Students' Union  
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100  
Mississauga ON, L5L 1C6  
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## EMPLOYMENT OPPORTUNITY

Position:	Analytics Coordinator	Date Posted:	May 13th, 2025
Type:	6-12 Hours/Week	Expiry Date:	May 26th, 2025 - 11:59PM
Location:	Mississauga		
Duration:	Mon. June 9, 2025 – Thurs. April 30, 2026		

### 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 centre 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 Analytics Coordinator will support the UTMSU's research, data analysis, and policy development efforts within the External portfolio. Working closely with the Vice President External, the Analyst will collect and interpret data, produce maps and visuals, and contribute to campaign proposals that address key student concerns such as transit and housing.

### Responsibilities:

- Complete a minimum of six (6) office hours per week
- Conduct research on student issues using public reports, datasets, and surveys
- Analyze student survey results and other data sets to identify key insights
- Create charts, infographics, and visual reports to support campaign material
- Use tools like ArcGIS to map relevant data (e.g., transit service gaps, housing patterns)
- Draft concise reports and briefs to inform UTMSU's advocacy efforts
- Track relevant policy developments from municipal and regional bodies
- Assist with other related tasks assigned by the Vice President External

### Qualities/Skills Required:

- Proficient in data visualization and mapping software (ArcGIS, Excel, etc.)
- Strong research, analytical, and writing skills
- Ability to simplify complex data into accessible formats
- Detail-oriented and highly organized
- Able to work independently and meet deadlines
- Comfortable with collaborative, cross-functional teamwork
- Interest in student issues, advocacy, or public policy
- Contactable and responsive at all times

### Compensation

Remuneration is \$18.00/hour.

### Contact / Application Information:

For more information on the position of Campaigns Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca).

### How to Apply:

Please send your cover letter & resume by **May 26th, 2025 - 11:59PM** to the attention of Rui (Owen) Zhang: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca) . Please use the subject "Application: Analytics Coordinator".

### 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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