



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: Bursary Coordinator

Type: 10-12 Hours/Week

Location: UTM (Mississauga)

Duration: Mon. June 9, 2025 – Thurs. April 30, 2026

Date Posted: May 13th, 2025

Expiry Date: May 26th, 2025 – 11:59PM

### About Us:

The UTM Students' Union (UTMSU), Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga (UTM). The UTMSU is looking for a hardworking and team oriented individual to support all members for the upcoming year.

In alignment with our values for inclusivity, it is our aim to have a team that reflects the diversity of the communities we serve. The UTMSU provides equal opportunity in employment and encourages applications from all qualified candidates. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable.

### About the Role:

Equity is ensuring that everyone has the resources to access opportunities. The Bursary Coordinator will be working with VP Equity to launch, review, and distribute bursaries in the Summer, Fall and Winter. As well as assist with the operations of the UTMSU equity team.

### Responsibilities:

- Must complete a minimum of six (6) office hours a week.
- Attend mandatory weekly meetings with the VP Equity and the Equity Team.
- Assist the VP Equity in creating bursary applications following UTMSU guidelines
- Create and maintain a highly organized bursary application review progress
- Assist the VP Equity in reviewing applications once students submit them
- Work with the VP Equity to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal and the VP Equity on a bi-weekly basis, with all projects and work assigned.
- Must complete at least 3 hours of assigned outreach per week.

### Qualities/Skills Required:

- Is able to maintain a high degree of confidentiality with sensitive information
- Ability to work within a team and independently.
- Highly organized and able to multitask.
- Detail oriented and solution focused.

- Excellent communication skills - both written and oral.
- Passion for Equity initiatives.
- Self-motivated and Dedicated: able to complete tasks without being supervised.
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Experience working with equity initiatives is an asset.
- Interpersonal skills are an asset for communicating with clubs and department heads.

#### Compensation:

Remuneration is \$18.00/hour.

#### Contact / Application Information:

For more information on the position of Vice President Equity Associate, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca). Please use the subject "Application: "Bursary Coordinator".

#### 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: [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca). Please use the subject "Application: "Bursary 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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