



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
T: 905-828-5249 F: 905-569-4714

EMPLOYMENT OPPORTUNITY

Position: Campus Groups Associate
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Mon. June 9, 2025 – Thurs. April 30, 2026

Date Posted: May 13th, 2025
Expiry Date: May 26th, 2025 - 11:59PM

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:

UTM campus groups are the backbone of the UTMSU. As such, it is vital to maintain a good relationship between the Union and its group. The Campus Groups Associate shall assist in maintaining this relationship. Furthermore, Campus Groups Associate will be supporting the Campus Groups Coordinator and the UTMSU executives with overseeing the 100+ UTMSU-recognized student groups on campus. The CG Associate will provide support to the Campus Groups Coordinator with all matters relating to campus groups. The Associate will report to the Campus Groups Coordinator and Executive Director and will work closely with other UTMSU staff, including but not limited to the VP Campus Life and VP University Affairs.

Duties and Responsibilities:

- Must complete a minimum of four (4) office hours a week
- Regular reporting to the Campus Groups Coordinator
- Assist Campus Groups Coordinator with administrative tasks, such as creating email templates, scheduling meetings, completing spreadsheets, etc.
- Support with the preparation of campus group workshops and trainings
- Support with reviewing campus group documentation, including recognition, audits, elections, etc.
- Prepare presentation training materials and templates
- Assist the CGC in organizing Welcome Week and other club/society-related events throughout the year
- Stay up-to-date on current information of all clubs and societies
- Help to maintain club and society database

- Ensure all relevant documents and materials are consistently saved and organized on Google Drive for easy team access and record-keeping.
- Support UTMSU events and outreach initiatives such as tabling, canvassing, and campaign promotion, as needed.
- Other duties as assigned by campus groups coordinator

Qualities/Skills Required:

- Strong organizational and communication skills
- Ability to multi-task and time management skills as well as high attention to detail
- Thorough understanding of the principles of equity and confidentiality
- Strong written and oral communication skills
- Able to work independently and in a team environment
- Punctuality and reliability are essential
- Experience with word processing, spreadsheet development, and presentation tools (Google Suite)
- Knowledge and experience with UTMSU campus groups is preferred, but not required

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of CG Associate, please contact UTMSU at campus.groups@utmsu.ca and jobs@utmsu.ca. Please use the subject "Application: CG Associate."

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 and CC: president@utmsu.ca and campus.groups@utmsu.ca . Please use the subject "Application: CG Associate."

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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