



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:	Mentorship Coordinator	Date Posted:	May 13th, 2025
Type:	10 -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).

Job Description:

The Mentorship coordinator will be working with the Vice President University Affairs to ensure the Academic Mentorship Program (AMP) runs smoothly. This program was created in collaboration with academic societies to help students become more engaged in campus life, on an academic and a social level. It connects first year students with experienced upper year students who can provide insight on exploring university life as well as various opportunities on and off campus. The coordinator will be responsible for facilitating this program through active communication with societies to ultimately ensure the program is successful.

Responsibilities:

- Must complete a minimum of ten (10) office hours a week.
- Oversees the UTMSU Academic Mentorship Program (AMP) alongside the VP University Affairs
- Attend mandatory weekly meetings with the VP University Affairs
- Organize regular check-ins with Mentorship Coordinators from participating Academic societies
- Liaise and actively communicate with societies and mentorship coordinators to track engagement and ensure the success of the program.
- Report back to the VP University Affairs for updates on the status and progress of the program.
- Plan initiatives as well as training for mentors and mentees on a monthly basis.
- Manage the AMP drive to ensure new opportunities are made available to program participants on a monthly basis
- Answer all inquiries related to AMP and program initiatives
- Complete at least 3 hours of assigned outreach per week.

Qualities/Skills Required:

- Highly organised.
- Self-motivated and Dedicated.
- Effective communicator.
- Good problem solving skills
- Empathy and patience
- Punctual.
- Adhere to confidentiality.
- Ability to work with and lead a team.

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Mentorship Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpua@utmsu.ca. Please use the subject "Application: Mentorship 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 and CC: vpua@utmsu.ca.

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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