



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

UTMSU ORIENTATION 2025 - EMPLOYMENT OPPORTUNITY

Position: Logistics Coordinator
Type: Contract/Part-Time
Location: UTM (Mississauga)
Start Date: No later than Mon. June 9th, 2025

Date Posted: May 13th, 2025
Expiry Date: May 26th, 2025 - 11:59PM
Positions Available: 3 (Three)

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. For more information, please visit www.utmsu.ca.

Job Description:

The Logistics Coordinator will be a member of the Orientation Committee Team, and will work closely with the Orientation Coordinators and Graphic Designer to assist with planning all orientation related events. This individual will be expected to work cohesively with the team to successfully execute all Orientation events. The Logistics Coordinator will report on a regular basis to the Orientation Coordinators, VP Campus Life, and the VP Internal.

Requirements:

- Registered undergraduate UTM student; second year study and above.
- Event planning and leadership experience
- Strong teamwork and interpersonal skills
- Strong verbal and written communication skills
- Exceptional creative skills
- Experience with website maintenance is an asset
- Must be attentive to fine details
- Flexible availability
- Superior organizational and administrative abilities
- Previous experience with UTM Orientation events is an asset

Duties & Responsibilities:

- Work with the Orientation Executive Team to actively plan and coordinate the logistics of Orientation events.
- Ensure that deadlines are being met so events are planned well in advance, and necessary requirements for events are met (ex. permits, bookings, etc).
- Facilitate and successfully execute all events related to UTMSU Orientation.
- Other duties as assigned



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Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Logistics Coordinator, please contact UTMSU at jobs@utmsu.ca or vpcampuslife@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 and vpcampuslife@utmsu.ca.
- Emails must have the subject line "Application: Logistics Coordinator 2025".
- Cover letter and resume must not be more than 2 pages each.

Interview:

Only selected candidates will be contacted for an interview.

Other Details:

- 10-12 hours/week with an increased number of hours leading up to Orientation.
- Must have full time availability during Orientation Week
- Contract start date: **Monday, June 9, 2025**
- Contract end date: **September 30, 2025 – possible extension pending performance review.**

Also, visit us on utmsu.ca and facebook.com/UTMSU or follow us on Instagram [@myUTMSU](https://www.instagram.com/myUTMSU)