



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

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UTMSU ORIENTATION 2025 - EMPLOYMENT OPPORTUNITY

Position: Sponsorship 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: 2 (Two)

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 Sponsorship Coordinator will work to secure sponsorship from businesses in our community, especially within the vicinity of the UTM campus, throughout the months of May, June, July, August, and September. To carry out the job, the individual will be provided with background information, promotional materials, and sponsorship partnership agreements. The Sponsorship coordinator will also be the main point of contact with these organizations and will follow up with them regarding the fulfillment of the contract terms. The Sponsorship 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.
- Strong teamwork and leadership experience
- Effective communicator: possesses inter- and intra-personal skills.
- Strong verbal and written communication skills
- Must be attentive to fine details
- Flexible availability
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Knowledgeable and/or willing to learn.
- Superior organizational and administrative abilities
- Previous experience with UTM Orientation events is an asset

Duties & Responsibilities:

- Work with the Orientation Executive Team to reach out to business, informing them of sponsorship opportunities for Orientation, and ensuring their contract terms are fulfilled.

- Maintaining communication and facilitating positive relationships with sponsors and stakeholders.
- Other duties as assigned

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: Sponsorship Coordinator 2025".
- The 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)