



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: Programs and Research Associate Date Posted: May 13, 2025
Type: 10-12 Hours/Week Expiry Date: May 27, 2025 at 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 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:

The Programs and Research Associate will be supporting the Programs and Research Coordinator and UTMSU executives to assist in coordinating the UTMSU's lobbying efforts, the Bursary Program, Here to Help Program, the UTM Food Centre, and the UTMSU Academic Advocacy Centre. Additional responsibilities may include working on the improvement of student support services at the UTMSU, and working closely with the Programs and Research Coordinator to achieve the goals of the union.

Responsibilities:

- Must complete a minimum of five (5) office hours a week.
- Assist the Programs and Research Coordinator with the UTMSU's lobbying initiatives.
- Attend mandatory weekly team meetings with the VP Equity and Programs and Research Coordinator.
- Help the Equity Team plan the semester bursary programs for UTM students and assist in reviewing bursary applications following UTMSU guidelines.
- Assist with Food Centre orders, pick-ups, and organization of Food Centre volunteers.
- Raise awareness about the Food Centre services through events, campaigns and weekly outreach.
- Assist with events alongside the President with the Here to Help Program.
- Support the VP University Affairs with the planning and execution of Academic Advocacy Week and other educational initiatives for UTM students.

- Work with the Programs and Research Coordinator to liaise with the University of Toronto Departments and Mississauga City Council to further advocate for students' needs.
- Complete relevant tasks set by Equity Team and the UA team to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.

Qualities/Skills Required:

- Highly organized
- Strong research and writing skills
- Thorough understanding of the principles of equity
- Adhere to confidentiality
- Effective communicator
- Collaborative and works well with others in a team environment
- Punctual
- Organization and attention to detailed information
- Collaborative and works well with others in a team environment
- Extremely personable
- Familiarity with the union's services, such as the Food Centre and Bursary programs, is an asset

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Programs and Research Coordinator Associate, please contact UTMSU at programs@utmsu.ca and jobs@utmsu.ca. Please use the subject "Application: Programs and Research Associate."

How to Apply:

Please send your cover letter & resume by May 27, 2025 at 11:59PM to the attention of Rui (Owen) Zhang: jobs@utmsu.ca and programs@utmsu.ca. Please use the subject "Application: Programs and Research 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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