



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:	Associate - VP External	Date Posted:	May 13th, 2025
Type:	6-12 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 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](http://www.utmsu.ca)).

### Job Description:

The Associate to the Vice President External will provide direct support to the VP External and assist with a variety of tasks across the external portfolio. This includes taking detailed meeting notes, supporting outreach efforts, creating forms, helping organize events, and assisting the Analyst and Housing Committee Coordinator when needed. The role requires strong writing, organization, and a proactive approach to student engagement and administrative support.

### Responsibilities:

- Complete a minimum of six (6) office hours per week
- Take accurate and professional notes during meetings
- Help organize and coordinate events under the External portfolio
- Assist with scheduling and organization for the VP External
- Create and manage forms, spreadsheets, and organizational tools
- Assist the Housing Committee Coordinator and Analyst as needed
- Prepare or edit documents for meetings, communications, and campaigns
- Complete any additional tasks assigned by the VP External
- Complete a minimum of three (3) hours of outreach per week

### Qualities/Skills Required:

- Efficient and dependable in completing delegated tasks
- Familiarity with Google Suite (Forms, Docs, Sheets, etc.)
- Reliable, punctual, and detail-oriented
- Excellent organization and time management skills
- Able to work independently and take initiative
- Contactable and responsive at all times

### Compensation

Remuneration is \$18.00/hour.

### Contact / Application Information:

For more information on the position of Associate to the VP External, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [vpexternal@utmsu.ca](mailto:vpexternal@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](mailto:jobs@utmsu.ca) and CC: [vpexternal@utmsu.ca](mailto:vpexternal@utmsu.ca) . Please use the subject "Application: VP External 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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