



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

EMPLOYMENT OPPORTUNITY

Position:	WUSC Coordinator	Date Posted:	May 13th, 2025
Type:	10-12 Hours/Week	Expiry Date:	May 26th, 2025 - 11:59PM
Location:	Mississauga		
Duration:	Monday, June 9, 2025 – Thursday, 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 WUSC coordinator will be working with the Vice President University Affairs to raise awareness about the World University Services of Canada – wusc.ca. WUSC is a Canadian non-profit organisation dedicated to improving education, employment, and empowerment opportunities for underprivileged youth, women, and refugees around the world. The coordinator will also be responsible for providing support to the WUSC Student(s).

Responsibilities:

- Must complete a minimum of six (6) office hours a week.
- Attend mandatory weekly meetings with the VP University Affairs, the associates, and other coordinators under the supervision of the VP University Affairs.
- Chair of the UTMSU WUSC Local Committee.
- Assist the VP University Affairs with all administrative matters related to the WUSC Program at UTM
- Perform all preparatory actions needed for the new refugee student
- Provide one on one support to new and current refugee students on a frequent basis
- Supervise and work along with WUSC volunteers, directors, and members of the WUSC Local Committee to increase the profile of the WUSC program.
- Represent the WUSC Local Committee at external events, meetings, and conferences related to WUSC
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, the Executive Director and the VP University Affairs on a bi-weekly basis, with all projects and work assigned.
- Other duties as assigned by VP University Affairs
- Complete at least 3 hours of assigned outreach per week.

Qualities/Skills Required:

- Highly organised
- Self-motivated and dedicated
- Effective communicator
- Punctual
- Adhere to confidentiality
- Ability to work with and lead a team
- Extremely personable
- Being an international student is an asset
- Budgeting skills are an asset
- Understand the impact of food insecurity
- Familiar with international issues is an asset
- Organisation and attention to detailed information are necessary skills
- Has the confidence to approach and proactively support WUSC student

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

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