



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:	Assistant to the Board	Date Posted:	May 11th, 2026
Type:	10-12 Hours/Week	Expiry Date:	May 26th, 2026 - 11:59PM
Location:	Mississauga		
Duration:	Mon. June 8, 2026 – Fri. April 30, 2027	Positions Available:	1 (One)

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 (utmsu.ca).

Job Description:

The UTMSU Assistant to the Board will be working with the UTMSU Vice-President Internal and the executive committee, as well as the Board of Directors, to document the interactions of participants at UTMSU Official Meetings. In addition, the UTMSU Assistant to the Board will also be working with the executive committee to document the interactions of participants at UTMSU meetings.

Responsibilities:

- Must complete a minimum of six (6) office hours a week.
- Attend the UTMSU Board Meetings, and Commissions. As well as other meetings as per request of the Vice-President Internal
- Be responsible for ensuring items considered by the Board of Directors are properly archived.
- Be responsible for compiling all minutes and documents of the Board of Directors, UTM Commission and Committees.
- Be responsible, in conjunction with the Vice-President Internal for sending out agendas of the Board and minutes packages to the Board with due notice.
- Be responsible for scheduling Board Meetings and ensuring attendance and/or proxying of members of the board and executive
- Be responsible for scheduling outreach of members of the board and executive

- Be responsible for taking minutes at the Board of Director meetings, Executive meetings, and any other meetings as determined by the Vice-President Internal.
- Any other responsibilities as determined by the Vice-President Internal and Executive Committee.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, the President and the Executive Director on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Self-motivated and dedicated.
- Effective communicator.
- Punctual.
- Effective notetaker.
- Ability to type readably and quickly.
- Adhere to confidentiality.
- Highly organized.
- Organization and attention to detailed information are necessary skills.
- Ability to work with a team.
- Bonus: Familiarity with Robert's Rules of Order.

Compensation

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Campaigns Coordinator, please contact UTMSU at jobs@utmsu.ca and vpinternal@utmsu.ca.

How to Apply:

Please send your cover letter & resume by **May 26, 2026 - 11:59PM** to the attention of Xingyi (Freya) Gao: jobs@utmsu.ca and CC: vpinternal@utmsu.ca. Please use the subject "Application: UTMSU Assistant to the Board".

Interview:

Only selected candidates will be contacted for an interview.

— Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

Visit us on utmsu.ca or follow us on Instagram [@myUTMSU](https://www.instagram.com/myUTMSU).