



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: Bursary Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Mon. June 8, 2026 – Fri. April 30, 2027
Date Posted: May 11th, 2026
Expiry Date: May 26th, 2026 - 11:59PM
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 Bursary Coordinator will be working with the staff and executive to launch, review, and distribute bursaries based on student demand. As well as assist with the operations of the UTMSU equity team.

Responsibilities:

- Must complete a minimum of four (6) office hours a week.
- Attend mandatory weekly meetings with the VP Equity and the Equity Team.
- Assist the VP Equity in creating bursary applications following UTMSU guidelines.
- Create and maintain a highly organized bursary application review progress.
- Assist the VP Equity in reviewing applications once students submit them.
- Work with the VP Equity to fulfill the goals of UTMSU equity campaigns through events, outreach, education programs, services, etc.

Qualities/Skills Required:

- Highly organized.
- Thorough understanding of the principles of equity.
- Adhere to confidentiality.
- Effective communicator.
- Punctual.
- Ability to work with a team.

- Extremely personable.
- Detail oriented.
- Administrative skills.

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

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

How to Apply:

Please send your cover letter & resume by **May 26, 2026** at 11:59PM to the attention of Xingyi (Freya) Gao: jobs@utmsu.ca and vpequity@utmsu.ca.

Interview:

Only selected candidates will be contacted for an interview.

— Your Students' Union

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Local 109 - Canadian Federation of Students

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