



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:	Full Stack Web Specialist	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 Full Stack Web Specialist will be working with the UTMSU President and the executive committee to manage, design, and maintain the UTMSU website(s) and other online platforms.

Key duties include updating content, troubleshooting technical issues, optimizing site performance, and coordinating with our Communications team to enhance online presence. The ideal candidate will have experience with web development tools, and basic SEO practices, ensuring it is up-to-date, secure, and user-friendly.

Responsibilities:

- Responsible for the development and maintenance of the UTMSU website.
- The candidate will be working with the rest of the Communications team to establish a working process in which projects and website changes will be created and delivered as per the direction of the UTMSU Executive Team.
- Must strategize and implement changes to the website to increase user experience, accessibility, functionality, and align with the organization's mission and goals.
- Collaborate with the Graphics and Communications Coordinator to assist with design updates and enhancements.

- In coordination with the Graphics and Communications Coordinator, Executive Assistant, VP Internal, and President, act as an on-call web master regarding the updates, troubleshooting, and maintenance of the UTMSU Website.
- Responsible for reporting all accomplishments and hours of work to the VP Internal, President and Executive Director on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Highly organized.
- Proficient in UI/UX principles
- Experienced with web-design and content management platforms.
- Knowledgeable of HTML and CSS. Knowledge of Javascript is an asset.
- Self-motivated and dedicated.
- Effective communicator.
- Punctual.
- Strong project management skills.
- High level of accuracy in work, ensuring all web content is error-free and visually appealing.
- Adhere to confidentiality.
- Ability to work with a team.
- Familiar with web/app design.
- Eye for detail and design.
- Professional Googler.

Compensation:

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Food Center Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: graphics@utmsu.ca. Please use the subject "Application: Full Stack Web Specialist".

How to Apply:

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

**** Must present a portfolio of works with application and at the interview if selected****

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).