



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:	International Students Coordinator	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 International Students coordinator will be working with the Vice President External to raise awareness about the plight of international students and promote services available to international students.

Responsibilities:

- Must complete a minimum of three (3) office hours a week.
- Attend mandatory weekly meetings with the VP Internal, the associates, and other coordinators under the supervision of the VP Internal.
- Create an International Student network database and come up with new communication strategies to reach out to the international student community.
- Will be responsible for compiling resources available for international students.
- Will support the campaigns and events catered to international students.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal, the Executive Director and the VP External on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Highly organized.
- 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.

Compensation:

Remuneration is \$18/hour.

Contact / Application Information:

For more information on the position of International Students Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpinternal@utmsu.ca. Please use the subject "Application: International Students 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 CC: vpinternal@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).