



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: Research & Analytics Coordinator
Type: 4-12 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

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 Research & Analytics Coordinator will support the UTMSU's research, data analysis, and policy development efforts within the External Portfolio (Transit, Housing, & Sustainability). Working closely with the Vice President External, the Analyst will work on surveys, collect and analyze data, produce maps and visuals, complete research tasks and contribute to campaign proposals that address key student concerns such as transit and housing.

Responsibilities:

- Complete a minimum of four (4) office hours per week.
- Conduct research on student issues.
- Analyze student survey results and other data sets to identify key insights.
- Create charts, infographics, and visual reports to support campaign material.
- Use tools like ArcGIS to map relevant data (e.g., transit service gaps, housing patterns).
- Draft concise reports and briefs to inform UTMSU's advocacy efforts.
- Track relevant policy developments from municipal and regional bodies.
- Assist with other related tasks assigned by the Vice President External.

Qualities/Skills Required:

- Proficient in data visualization and mapping software (ArcGIS, Excel, etc.).
- Strong research, analytical, and writing skills.
- Ability to simplify complex data into accessible formats.
- Detail-oriented and highly organized.

- Able to work independently and meet deadlines.
- Interest in student issues, advocacy, or public policy.
- Contactable and responsive at all times.

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 vpexternal@utmsu.ca.

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: vpexternal@utmsu.ca . Please use the subject "Application: Research Data & Analytics Coordinator".

Interview:

Only selected candidates will be contacted for an interview.

— Your Students' Union

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