



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: Associate - VP External
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 center 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 Associate to the Vice President External will provide direct support to the VP External and assist with a variety of tasks across the external portfolio (Transit, Housing, & Sustainability). This includes creating documents, taking detailed meeting notes, supporting outreach efforts, creating forms and surveys, helping organize events, and assisting the Research & Analytics Coordinator and Sustainability Coordinator when needed. The role requires strong communication, organization, and time management skills, along with a proactive approach to administrative support and campaign initiatives.

- Complete a minimum of four (4) office hours per week.
- Provide direct administrative and operational support to the Vice President External.
- Take accurate, detailed, and professional meeting notes and maintain organized records.
- Assist in planning, organizing, and executing events and initiatives related to External campaigns such as Transit, Housing, and Sustainability.
- Support scheduling, coordination, and day to day organization for the VP External.
- Create and manage forms, spreadsheets, surveys, and other organizational tools.
- Assist with outreach and student engagement efforts for External campaigns.
- Support the Research & Analytics Coordinator and Sustainability Coordinator with ongoing projects and tasks when needed.
- Prepare, edit, and format documents, communications, and campaign materials as required.

- Complete additional duties and projects assigned by the VP External.

Qualities/Skills Required:

- Efficient and dependable in completing delegated tasks.
- Familiarity with Google Suite (Forms, Docs, Sheets, etc.).
- Reliable, punctual, and detail-oriented.
- Excellent organization and time management skills.
- Able to work independently and take initiative.
- Contactable and responsive at all times.

Compensation

Remuneration is \$18.00/hour.

Contact / Application Information:

For more information on the position of Associate to the VP External, 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: VP External Associate".

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).