



TMAPS IS SEEKING A FULL-TIME ADMINISTRATIVE ASSISTANT OVER THE SUMMER

The Toronto Metropolitan Association of Part Time Students (TMAPS) is currently seeking candidates for a full-time Administrative Assistant position, starting as early as May 6th, for a total of 16 weeks (Ending approximately August 30). This position is partially funded by Canada Summer Jobs, therefore candidates must fit the age and immigration status requirements prescribed by the program. This is a non-unionized position with the possibility of continuation beyond the summer on a part-time basis.

The Administrative Assistant is responsible for assisting the TMAPS staff and executives in the administrative responsibilities of the TMAPS office including assisting with data management systems, record keeping, front line service delivery and maintaining office procedure and policy.

The Assistant will assist in regular record keeping including tracking and updating minutes, governance documents and financial documents. They will assist in maintaining general cleanliness and order of the TMAPS office and subsidiary offices and recommend office supply orders. They will assist in updating office calendars and meetings to ensure attendance of all relevant parties.

This role will assist staff members in delivery of services and customer service at the front desk by covering lunch breaks, answering questions and assisting in updating displays and material distribution. They will also assist in the delivery of services of subsidiary offices including the Member Services Office, Heaslip House Office and various part-time degree lounges and student space areas.

This role will also support staff and executives in TMAPS governance structures by assisting in the review and research of policy and procedure and participation in the Bylaws and Policy Committee. They will also assist in various administrative duties to assist in the general mandate of TMAPS including outreach, events, campaigns and services as requested.

TMAPS is committed to employment equity and building an inclusive and representative workplace. Applications from diverse communities, including: First Nations, Inuit and Métis people, racialized people, women, persons with disabilities, members of the queer community including lesbian, gay, bisexual and gender queer people, and trans,



non-binary and agender people are encouraged to apply. If you require any accommodations during the application process, please contact jobs@tmaps.ca.

TMAPS is an independently incorporated students' union working within the Toronto Metropolitan University (TMU). This is NOT a TMU staff position.

Please note: This position is a Hybrid Work position and will require in-person presence on at least 50% of the days.

Start Date: As early as May 6th, 2024

Hourly Wage: \$23.5 per hour Full time Position

Candidates must be able to work full-time 36 hours a week, Monday to Thursday from 11:00am - 7:00pm and Fridays from 10am - 2pm

Interested candidates should submit a resume and cover letter no later than Tuesday, May 1st at 5:00 PM. Applications can be submitted to jobs@tmaps.ca.

Key Responsibilities and Duties include:

1. **General Administration:** Perform day-to-day administrative tasks such as filing, copying, and managing emails and front desk management and member service.
2. **Meeting Coordination and Documentation:** Organize and schedule meetings, prepare meeting agendas, take detailed notes during meetings, and ensure accurate documentation of minutes.
3. **Communication:** Serve as a point of contact for our members handling inquiries and directing them to the appropriate individuals
4. **Event Support:** Occasionally assist in coordinating students' union events, including logistics, invitations, and promotional materials.
5. **Documentation Management:** Maintain and organize important documents and records for the students' union, ensuring confidentiality in record-keeping, especially for meeting proceedings.
6. **Office Management:** Keep an inventory of office supplies and ensure the office environment is organized and functional.
7. **Project Assistance:** Support various projects and initiatives as directed



8. Assists with and acts as a resource for TMAPS's services and member outreach programs, including but not limited to: assisting with the Class Representative Program, promotion of health and dental plan, the bursary program, student advocacy and events.
9. Communicates up to date contact information of Executive and Staff members, as necessary, to the University, respective departments, the provincial and national offices of the Canadian Federation of Students, and external organizations as requested, for inclusion in directories, and other similar publications.
10. Coordinates and oversees the design, graphic contracts, messaging, printing and display for all TMAPS's materials.
11. Assists with outreach, class talks and opportunities to engage with the membership as required.
12. Other reasonable and ancillary duties as assigned by the Staff Relations Officer or supervisor.

Successful candidates will possess:

- Communications experience in a progressive or non-profit environment considered an asset
- Excellent verbal and written communication skills
- Familiar with best practices in both email and social media communications
- Strong organizational skills to coordinate various activities with tight deadlines
- Knowledge of the anti-oppression framework
- Experience with Adobe Creative Cloud, Google Suite and Microsoft Office software considered an asset
- The ability to be self-motivated and work independently and within a team