



Title of Position:	Campus Relations Representative
Hiring Manager:	Deputy Director, Campus Relations
Recruiter:	Support Functions Generalist, Human Resources
Date Posted:	March 16, 2011
Send Application to:	hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Campus Relations Representatives to our Campus Relations function of Public Relations Department. The objective of this exciting and rewarding role is to establish and maintain good relationships with campus groups. The estimated work load is eight (8) hours per week.

Main Responsibilities

- Establish and maintain good relationships with University of Toronto faculties, colleges, libraries, the International Student Centre, the Career Center, and other key organizations or individuals
- Participate in events, activities or initiatives organized by the University of Toronto Students' Union (U.T.S.U.), thereby enhancing UTChinese visibility and awareness
- Seek, establish and maintain partnerships with other student organizations at the University of Toronto, or in other Universities around the world
- Collaborate with other student groups to carry out specific activities and programs
- Promote other campus events, if suitable, via *WhoCares?* magazines and/or mailing lists
- Participate in *ad hoc* requests supporting departmental and organizational activities

Requirements

- Innovative, detail-oriented self-starter with the ability to work independently and be proactive
- Proficiency in Chinese or English
- Solid verbal and written communication skills
- Strong interpersonal, time management and organizational skills
- Strong analytical and problem-solving skills
- Respect of diverse cultures and values
- Experience in business negotiation is a strong asset
- Experience in marketing is an asset
- Demonstrated ability to manage confidentiality