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| Title of Position: | Associate Head, Mississauga Unit |
| Location: | University of Toronto Mississauga |
| Hiring Manager: | Head, Mississauga Unit |
| Recruiter: | Director, Human Resources |
| Date Posted: | April 3, 2011 (applications will be reviewed on an on-going basis) |
| 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 one of the most important leader in our organization, the Associate Head, Mississauga Unit, who will also be a member of the Management Committee. The main objective of this leadership role is to oversee the operations and projects of Mississauga Unit. The minimum work load is twenty (20) hours per month, and the minimum commitment is one (1) full year.

Main Responsibilities

- Participate in the annual objective setting process
- As a member of the Management Committee, participate in organization’s strategic projects and short-term planning
- Participate in the preparation of all budgets of the Mississauga Unit in accordance with the organization’s priorities as determined by the Executive Committee
- Act as the contact point between the Head, Mississauga Unit and the rest of the Mississauga Unit team, ensure effective communications and operations
- Participate in *ad hoc* requests supporting organizational activities

Requirements

- Good leadership, verbal and written communication, interpersonal, business negotiation, analytical, problem solving, and organizational skills with attention to detail
- Innovative self-starter with the ability to work independently and under pressure
- Strong project management skills with preference given to individuals with solid experience in event planning and coordination
- Positive attitude with the ability to deal with frustration
- Team player with experience in cross-functional environment
- Demonstrated ability to manage confidentiality
- High emotional intelligence and professionalism
- Willingness to commute to downtown for meetings occasionally