TMSU TORONTO METROPOLITAN STUDENTS' UNION

Toronto Metropolitan Students' Union is looking for a
CAMPUS GROUPS COORDINATOR

Note: Toronto Metropolitan Students' Union (TMSU) is independent and autonomous from the University.

Position Title:	Campus Groups Coordinator
Rate of Pay:	$65,302.27 per CUPE Collective Agreement
Hours per Week:	Full-time, 40 hours/week, unionized position (CUPE Local 1281)

Posting Date:	October 28, 2026	Closing Date:	November 18, 2026

Are you passionate about university student life? Do you enjoy supporting student groups and clubs while building community? Are you interested in working with next generation leaders?

You can play a central role at TMSU contributing to events and campus life by working alongside close to 300 Campus Groups and Course Unions at TMU.

As Campus Groups Coordinator, you will shape how the Toronto Metropolitan Students' Union enhances the experience of post-secondary students outside the classroom. You'll foster an environment that encourages students to form Campus Groups and to provide programs within a diverse student body of undergraduate students at one of Canada's most vibrant and culturally diverse universities, with a main campus situated in the heart of downtown Toronto and brand new School of Medicine in Brampton.

Make a difference by joining the team at TMSU!

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phone: 416-979-5255 fax: 416-979-5260 info@yourtmsu.ca www.yourTMSU.ca

TMSU TORONTO METROPOLITAN STUDENTS' UNION

Who are we?

Toronto Metropolitan Students' Union represents over 38,000 full-time undergraduate, School of Medicine and School of Law students at Toronto Metropolitan University, in downtown Toronto. As the central students' union on campus, TMSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on Toronto Metropolitan Students' Union, please check out our website at www.yourtmsu.ca.

Note: Toronto Metropolitan Students' Union is independently incorporated and autonomous from Toronto Metropolitan University.

What you'll do

The Campus Groups Coordinator is the primary point person responsible for the administrative and organizational requirements for TMSU-recognized Campus Groups and Course Unions.

The Coordinator is a key resource for student groups and for students seeking to form a group and provides an important level of support and engagement to a large volume of student organizations.

The Coordinator also acts as a resource for TMSU policies and bylaws as they pertain to Campus Groups and Course Unions and ensures proper record-keeping. They provide advice and support to the Campus Groups Committees with respect to financial, policy, by-laws, promotions, and organizational matters as they pertain to the support of student groups.

Duties

- Organizes the TMSU Student Groups and Course Unions Committee of the Board to ensure record keeping. Leads preparing Committee Agendas and issues Minutes for each Committee meeting;
- Acts as a resource for TMSU policies and bylaws as they pertain to Student Groups and other campus groups and ensures record keeping as required;
- Provides advice and support to the appropriate Committees with respect to financial, policy, by-laws, promotions and organizational matters of Student Groups;
- Organizes and executes the TMSU Student Groups Events in September during weeks of welcome and the Student Groups Winter fair in January and other campus groups events during the academic year;
- Administers applications for the establishment of new Student Groups and Course Unions. Provides assistance with processes for booking space, media services, catering bookings for campus groups in Student Community Centre or on main campus;
- Oversees the administration of and advises the appropriate Committees on student group office space and locker allocations and is the main point of contact between the Groups and the Union and the Student Community Centre (SCC);
- Tracks, records and reconciles Student Groups and Course Union financial balances, working closely with the Financial Controller. This includes base funding, deposits, withdrawals, trust accounts and grants; in addition to reporting financial updates and irregularities to Management and Committee(s).
- Facilitates the Student Groups and Course Unions' mandatory trainings. This includes updating manuals and suggesting any operational and financial updates to Management.
- Receives and verifies that all reimbursements are in accordance with the TMSU financial policies, training manuals and by-laws, as well as within the campus groups' respective budgets.
- *As time permits, assists with other duties as assigned.*

This role is supervised by and reports to the Executive Director(s) and consults regularly with the Financial Controller regarding financial elements of the role.

Training, Skills & Experience

The ideal candidate will have:

- **Experience:** Minimum 3 years experience in a College or University environment. Experience in a non-profit and/or student-focused environment is preferred.
- **Skills:**
    - Multitasker with a proven ability for providing leadership to hundreds of campus groups leaders and to provide exemplary interpersonal service to these students;
    - Extraordinary interpersonal skills and ability to collaborate with a wide variety of stakeholders, partners, students and Union team;
    - Building, tracking and managing budgets;
    - Exceptional organizational and time management skills;
    - Experience working with a range of stakeholders often on time sensitive deadlines;
    - High attention to detail and a commitment to improvement
    - Ability to work collaboratively with team members at all levels and thrive in a dynamic, collaborative and diverse environment
- **Attributes:**
    - Initiative, flexibility and a solutions-oriented approach
    - Mission-oriented service mindset
    - A passion for supporting students and contributing to a positive campus community.

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Why work with us?

- Be part of a unionized staff supporting Toronto Metropolitan University students.
- Contribute your skills to a team committed to student service and financial excellence.
- Enjoy a collaborative, energetic workplace at the heart of campus life.
- Competitive salary and benefits, comprehensive Health & Dental package (after probation period) and a fun and supportive work environment!

Apply now!

Send your Resume, Cover Letter and 3 (three) references, with contact information, in **a single PDF** to: jobs@yourtmsu.ca

Please use the following subject line: "Campus Groups Coordinator Application — [FULL NAME]"

Deadline to apply: Wednesday, November 18, 2026 @ 5:00 PM ET

Please note: We will only contact finalists for an interview. Don't wait too long to apply, as we review applications as we receive them!

TMSU strives to ensure marginalized workers are empowered to apply for positions within our organization. The students' union is dedicated to taking proactive steps to overcome historical patterns of discrimination in employment. Applications are encouraged from racialized people, Indigenous people, disabled people, members of the 2SLGBTQ+ community and women.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you would like to request any accommodation, please email jobs@yourtmsu.ca