



Nature of Position: Campaigns and Advocacy

Position Title: Academic Advocacy Coordinator

Organization: Association of Part-time Undergraduate Students of the University of Toronto (APUS)

Reporting to: Executive Director

Position Type: Full-time, permanent

Compensation: \$48,083.00 annually with benefits as outlined in the Collective Agreement with CUPE 1281

Start Date: August 2021

Positions Available: 1

APUS is a not-for-profit organization that represents between 6,000 – 14,000 part-time undergraduate students across all three campuses of the University of Toronto. We provide members with a range of cost-saving services, advocacy, as well as events and programming. We endeavour to improve the part-time student experience. APUS is member local 97 of the Canadian Federation of Students.

We are currently seeking candidates for a full-time permanent position starting in August 2021. This position is unionized with CUPE 1281.

Responsibilities

Campaigns

- Coordinates research and advises the Executive Committee on local, provincial and national policies on education; municipal, provincial and federal governmental policies generally affecting students and emerging political issues on campus and in the community
- Assists the Executive Committee in the development, coordination and implementation of campaigns on part-time student issues, including but not limited to access to education, childcare, anti-sexual violence, transit, housing, employment, financial aid, tuition fees, systemic discrimination
- Assists in the coordination of campaigns of the Canadian Federation of Students
- Assists the Executive Committee in the preparation of position papers, lobby documents, letters to support campaigns and advocacy
- Participates in faculty and program-specific orientation programs, tabling and outreach opportunities to engage and inform the membership about APUS services and campaigns

Academic Support and Advocacy

- Be knowledgeable and current on all University of Toronto policy and procedures as they relate to academic and student issues that may impact the APUS membership
- Liaises with on-campus academic bodies, including academic departments, college and faculty registrars on student rights, academic support and academic policies
- Supports students on navigating academic policies and with developing and filing academic and non-academic petitions and appeals
- Supports students with financial counseling, maintains a list of financial opportunities for students, and assists with editing letters and completing applications/forms for funding
- Supports student career development by promoting job postings, and hosting information sessions and career workshops
- Coordinates academic support workshops and events with the Membership Services Coordinator, such as Lunch and Learn sessions, peer tutoring programs and writing skill development workshops
- Monitors the Governing Council and its subsidiary boards and committees, the Council on

Student Services and other University governance bodies and committees as directed by the Executive Director and advises the Executive Committee on issues and policy changes affecting part-time students

- Maintains a list of current University committees and councils on which APUS has seats

Communications and Outreach

- Assists the Executive Director with developing APUS communications strategy and effective communication with membership through various media
- Develops and distributes APUS campaign and outreach materials, including The Voice Newsletter
- Assists the Executive Committee with the development of media strategy and press releases
- Liaises with campus and community groups for campaigns' planning, including other student unions at the University of Toronto

Assists with duties related to reception, answering member and visitor queries, and shares relevant updates with other staff members and the Executive Committee as needed. Assists with other duties as assigned by the Employer's Representative. Operate with an anti-oppressive framework.

Successful candidates will possess:

- Knowledge of current issues in post-secondary education
- Knowledge of the challenges facing part-time students
- Knowledge of equity issues on university campuses
- Strong communication skills, including experience conducting outreach and coordinating volunteers, preferably in a students' union or other membership-driven environment
- Excellent organizational and time management skills, the ability to work within deadlines, and the ability to work in a fast-paced environment
- The ability to take initiative and work individually as well as with a team
- Experience with the development, coordination and/or implementation of campaigns an asset
- Experience with supporting student rights and/or promoting student advocacy on university campuses an asset
- Experience with the development of communications and media strategy an asset
- Knowledge of Microsoft Office, Adobe Suite and related graphic design programs an asset
- Knowledge of the University of Toronto campuses is an asset
- Successful candidate will be required to travel to the three U of T campuses
- Capacity to work flexible hours including evenings and weekends

Interested candidates should submit one file containing their resume and cover letter in PDF format via email by **August 2, 2021 at 11:59 pm** to:

Julian Oliveira
Executive Director
APUS
ed@apus.ca

APUS is an independently incorporated students' union working with the University of Toronto community. This is not a University of Toronto staff position. We encourage applications from diverse communities, including but not limited to, members of Indigenous communities, racialized communities, queer communities, transgender communities, persons with disabilities, marginalized genders and women. We thank all applicants for their application but only selected applicants will be contacted for an interview.