



MESA 2025-2026

STUDENT ENGAGEMENT ASSOCIATE ROLE DESCRIPTION

Student Engagement Associate (1):

As a **Student Engagement Associate**, you play a pivotal role in providing memorable social experiences for the Management and Economics student community. Collaborating closely with Logistics & Operations Directors, you'll assist the planning and execution of different events throughout the year, starting from simple destressors occurring twice a semester to more complex large scale events like the annual Management Gala. You'll also collaborate with MESA's Marketing and Business Development Team to ensure seamless event coordination and execution.

We're seeking for an enthusiastic and creative individual with exceptional interpersonal & organizational skills. If you are a dedicated team player with innovative ideas you want to share and bring to life, this is the position for you!



What You'll Be Doing

Your primary areas of responsibility and typical tasks are closely aligned with the ongoing initiatives of the Logistics & Operations team, which are contingent on the specific events currently in focus.

Supporting the event-planning process of Student Engagement (SE) initiatives, Associates will:

- Fulfill logistical tasks as needed by the SE team
- Collaborate to plan and execute the 2026 Management Gala (Management's largest flagship event)
- Collaborate to plan on-campus events and booths throughout the year
- Provide on-site support in event setup and execution
- Contribute to choosing and booking venues, ensuring date/time availability and event suitability
- Contribute to choosing and purchasing event materials, prizes, and catering, outreaching to external vendors as needed
- Provide creative input in determining event theme and decor
- Track student registration and attendance during events through Forms and Excel
- Assist in managing event budgets on Excel/Sheets, tracking resources and purchases
- Assist in drafting minute-by-minute event agendas
- Participate in meetings, documenting essential notes and action items
- Communicate regularly with the SE team



Who You Are

At MESA, we want to ensure everyone is able to work well together as a team. For the Student Engagement Associate position, we are looking for individuals who exhibit the following traits and characteristics:

- Those who are **strong team players** and are able to work well with other members of the team to achieve a common goal.
- Able to **communicate** their ideas clearly and effectively while **collaborating** with other members to host meaningful events throughout the year.
- Possess a high level of **organizational skills** with the ability to schedule their time effectively and contribute their full efforts to the events we host.
- Those who have shown **leadership** and are able to inspire students to get engaged with school events and activities.
- Individuals who have strong **decision-making** and **problem-solving** skills and can tackle any obstacles or challenges they encounter.
- Those who have a strong desire to **connect with the broader community** and come up with event ideas that enhance the student experience at UTSC.
- Strong **event planning** and **management** skills. Being able to coordinate both small and large-scale events that cater to a diverse group of students.

If you embody some or even all these qualities and are eager to join our team to enhance student engagement at UTSC, we welcome and look forward to your application!



What You Bring

Below are the key requirements needed to excel as an Associate within the Student Engagement team at MESA:

Must Have:

- Strong organizational skills to manage meeting schedules and prioritize tasks.
- Excellent written communication skills to produce clear and concise meeting notes and action plans.
- Active listening skills to capture important details and action items during meetings.
- Ability to collaborate effectively with team members and stakeholders.
- Critical thinking and problem-solving abilities to contribute valuable ideas to the planning process.
- Proficiency in using tools and software for note-taking and necessary documentation (i.e. Google Workspace - Docs, Sheets, Drive, Slides, Gmail)
- Time management skills to ensure tasks are completed before deadlines.
- Detail-oriented approach to maintain accuracy in meeting deadlines and present effective results.
- Adaptability to work on a variety of projects and events simultaneously.
- Flexible schedule to attend all necessary events and projects.
- Interpersonal skills for effective communication with team members and individuals involved in the projects.
- Dedication and ownership throughout work completion.

Nice to Have:

- Previous Event Coordinating/Volunteer Experience
- Demonstrated history of showing initiative and creating process improvements
- Willingness to learn about coordinating events and developing effective strategies



What is MESA?

MESA is the Departmental Student Association (DSA) for the Management and Economics community at UTSC. Currently the largest DSA, MESA is driven and dedicated to voicing all concerns, questions, and opinions of over 3,500 Management and Economics students 🙌

As a not-for-profit organization, MESA strives for the betterment of student opportunities and community by advocating for change and implementing resources that benefit individual growth 💙

MESA looks for passionate individuals with diverse experiences, skill sets, and backgrounds to form a well-rounded team that can represent all Management and Economics students ⚡

Our motto at MESA is “work hard, play harder”! Alongside several opportunities to grow your professional career, you can expect to socialize with some of the most talented and fun peers in the Management and Economics community. With monthly team meetings and periodic team socials, prepare to elevate your social experience during your time at MESA 🎉

As the official association that represents all Management and Economics students on campus, one can say “you are MESA!”

Learn more about MESA and our team here: <https://www.mesa.ca/>

Follow us on IG here: <https://www.instagram.com/mesaatutsc/>



How To Apply

Please complete and submit our online application form by clicking [here](#). As part of the application form, you'll be asked to answer a few supplementary questions and upload your resume. The deadline to apply is **Tuesday, October 7th, 2025, at 11:59pm EST**.

By **Thursday, October 9th**, you'll be notified via email as to whether you've been invited to the next stage of the application process. This will be a virtual interview with our HR Director, Dilara Basegmez, or our VP of Internal strategy, Sofia Scasserra and 2 directors from the Student Engagement team. Interviews will take place from **Friday, October 10th to Wednesday, October 15th**.

On **Thursday, October 16th**, you will receive an email from the MESA Co-Presidents with a link to submit your rankings. You will be requested to rank all positions across the One Club Policy (OCP) clubs that you applied for and would like to be considered for. OCP clubs include MESA, MIBA, HRA, IS, TMG, MTA, ACE and AOA.

You will have until **Sunday, October 19th** to submit your rankings. In the meantime, all OCP clubs that you have applied for will be ranking you among the other candidates under consideration. On **Tuesday, October 21st**, you will hear from our HR Director if you have been matched with MESA for any of our associate positions.

If you have questions about your application, the process, require any accommodations to participate or experience technical difficulties, please connect with Dilara or Sofia for assistance: hr@mesa.ca / vpis@mesa.ca.