

MESA Associate Role Descriptions 2026-2027

Thank you for your interest in joining the MESA team! We are seeking driven, passionate, and energetic individuals who have a thirst for change and a willingness to learn to join us in the upcoming 2026 - 2027 year.

Please read the role descriptions to find which position(s) are a fit for you!

Application form: [here](#)

Deadline: **Wednesday, October 7th, 2026 11:59 PM EST**

If you are reading this, please add a :) next to your full name in the application form.

What is MESA?

The Management and Economics Students' Association (MESA) was the first Departmental Student Association (DSA) on the University of Toronto Scarborough Campus. Currently the largest DSA, MESA is driven and dedicated to voicing all concerns, questions, and opinions of over 3,300 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.

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/>

Available Roles and Descriptions

Please click on the role title to be directed to its description.

Business Development

[Business Development Associate \(2\):](#)

Clubs and Academics

[Clubs & Academics Associate \(1\):](#)

Marketing and Communications

[Marketing & Communications Associate \(2\):](#)

Student Engagement

[Student Engagement Associate \(1\):](#)

Business Development Associate (2):

The **Business Development Associate** will work closely with the Corporate Relations Directors to maximize club outreach. Working with the Business Development team will provide the Associate access to our network of industry professionals and opportunities to develop strong networking and communication skills. The associate will be required to utilize tools such as LinkedIn and Outlook, to connect with potential partners. The successful applicant will gain skills that aid their personal and professional development.

We are seeking an enthusiastic and driven individual to join our Business Development team as an Associate. This role is perfect for those eager to build strong professional skills, expand their network, and contribute to growing our club's industry presence. If that sounds like something you're interested in, this role is perfect for YOU!

What you'll be doing

Your roles and responsibilities will be closely aligned with the goals and expectations of MESA, and you will coordinate with the Business Development Department to carry out the following tasks:

- Partnering with Corporate Relations Directors to expand and maximize outreach initiatives
- Assisting in building and maintaining meaningful relationships with industry professionals
- Using LinkedIn and Outlook to connect with potential partners and contacts
- Supporting outreach campaigns that showcase the club's presence and value
- Contributing to strategies that strengthen the club's professional network
- Participating in team discussions and brainstorming sessions to improve outreach efforts
- Representing the club in a professional manner during external interactions

Who You Are

As part of MESA and the Business Development team, we are looking for individuals who demonstrate the following characteristics:

- A **motivated** and curious student eager to gain real-world networking experience
- Someone who enjoys **meeting new people** and fostering connections
- A **strong communicator** who is comfortable engaging with professionals
- A **proactive** individual who takes initiative and brings ideas to the table
- A **collaborative** team player who values working alongside others to achieve goals
- Someone open to feedback and **willing to grow** in a professional environment
- Enthusiastic about contributing to the club's success and reputation

What You Bring

Must Have:

- Clear and confident written and verbal communication skills
- Professionalism and a positive attitude when representing the club externally
- Strong organizational skills to balance multiple outreach tasks effectively
- Willingness to learn and apply networking strategies in real-world settings
- Attention to detail when drafting emails, messages, or proposals
- Reliability and accountability in meeting deadlines and commitments
- Energy, creativity, and a drive to grow both personally and professionally

Clubs & Academics Associate (1):

As a **Clubs & Academics Associate**, you will play an instrumental role in serving the student body's academic and professional needs. Our department focuses on advocating for students to make sure their voices are heard, bridging the gap between UTSC Management students and the Department of Management, and spearheading innovative events and initiatives such as Intro to Courses, Management Pathways, Town Hall, and many more. Associates within this department will be responsible for assisting with event planning, advocating for student needs, communicating with the Department of Management, as well as providing support to the Academic Development Directors.

We are seeking exceptional individuals with the desire to give back to the Management and Economics student body through excellent organizational, time management, and communications skills. If YOU are willing to contribute to a greater goal, this is the position for YOU!

What you'll be doing

Your roles and responsibilities will be closely aligned with the goals and expectations of MESA, and you will coordinate with the Clubs & Academics Department to carry out the following tasks:

- Assist with event logistics and coordination, including attendance tracking, registrations, and creating various forms.
- Supporting the organization and planning process, including task tracking and timelines.
- Maintaining general knowledge of C&A events, i.e. Townhall, AGM, Intro to Courses, etc.
- Personal marketing to fellow students; sharing updates, explaining event value, and encourage participation across all specialists
- Actively seeking and understanding students' needs by gathering feedback through tabling, surveys, and conversations.
- Observe best practices and learning on the job to understand how events are executed
- Conducting external outreach and coordinating with the Department of Management and external partners to ensure efficient event execution

Who You Are

As part of MESA and the Clubs & Academics team, we are looking for individuals who demonstrate the following characteristics:

- Those who are **highly motivated** to help Management students' academic experience through **collaboration** with the team members to achieve the goal.
- **Curious and engaged** in the process of organizing and executing events for management students.
- Those who are **excellent problem-solvers and decision-makers** while demonstrating **effective communication** to deal with obstacles and challenges that occur day-to-day.
- Individuals who display **initiative** and are interested in assisting the team beyond the job description if needed.
- **Dedicated and resilient** individuals who are **willing to learn** and **take responsibility** whenever needed.
- Candidates that take pride in their work, and strive to **create a friendly environment** for Management students.

Being aligned with these attributes and experiences ensures that you will be able to seamlessly fit in with the rest of the MESA team. Above all, we are looking for **enthusiastic, teachable, and committed** applicants!

What You Bring

Must Have:

- Motivated to help improve students' academic experience.
- Willing to learn, take initiative, and continuously improve.
- Proficient in G-Suite (Google Docs, Google Sheets, Google Slides, etc.).
- Strong organizational skills to ensure all tasks are finished completely and in a timely manner.
- Good time management to be able to carry out duties year-round.
- A "team player" mentality; always willing to assist others in and outside of the department where needed.
- Resilient and capable of dealing with short term difficulties to accomplish a task.

- Strong dedication and ownership of tasks; have pride in the work you do!
- Quick thinking and decision-making both in and outside of events to resolve conflicts as they happen.
- Good communication and collaboration skills to complement the team environment.

Nice to Have:

- Previous event/club experience would be an asset.
- Participation in previous UTSC Management events to better understand how MESA historically structures its events.

Marketing & Communications Associate (2):

Does marketing, design and communication interest you? Do you have a keen eye for creativity and have what it takes to represent an entire community? If so, then the **Marketing & Communications Associate** position may be the right fit for you!

You will gain hands-on experience in design, social media strategy, and event marketing, skills that are invaluable for future careers in business, marketing, or communications. You will also be part of a supportive team, with opportunities to showcase your creativity to an audience of over 3,300+ students.

As the Marketing & Communications Associate, you will be responsible for cohesively collaborating with the entire team to develop all promotional material from conceptualization to completion. This role asks for someone who has a passion for creative projects, can take initiative over tasks, has excellent time management skills, and is constantly looking to bring new ideas to the table. In addition to developing insightful, relevant, and eye-catching content and captions, MESA's Marketing & Communications Associate will be responsible for capturing content during initiatives such as networking events, flagship events and destressor initiatives for MESA's social media accounts to ensure engagement.

What you'll be doing

Your primary area of responsibility is to assist the Marketing & Communications team in ideating and delivering promotional content, as well as managing MESA's Social Media Accounts.

Associates will be expected to manage tasks such as:

- Designing promotional content, such as Instagram stories, posts, reels, TikToks, etc.
- Posting on the official MESA platforms (i.e. Instagram, TikTok, and LinkedIn)
- Communicating with various departments within MESA on the needs of their events
- Connecting with other UofT clubs and departments
- Being present at MESA events and highlighting initiatives through photos and videos
- Keeping up with Social Media trends
- **A marketing portfolio will be required with your application (PDF)**

Who you are

If you are someone with a creative mind and think outside of the box, we highly encourage you to apply! The following are the characteristics we look for in our Marketing & Communications Associates:

- Have a strong desire for continuous learning and open to **feedback**
- Possess a high level of **open-mindedness**, the ability to adapt and collaborate with others on various ideas
- Able to **communicate effectively** within cross-functional teams and through promotional content (designs and written content)
- **Detail-oriented, accountable, careful and adaptable**
- Highly **organized** and able to **work under tight timelines**
- Hold a **strong work ethic** and always take the **initiative** to go above and beyond
- **Resourceful and confident**, take pride in the quality of your work!
- Have a positive attitude!

What you bring

We need you to bring your ideas to the table! The following are our basic qualifications and nice-to-haves.

Must Have:

- **Proficiency in Canva or other design software is a must**
- Basic photography, photo editing, and video editing
- Able to think outside the box and bring **creative** ideas to fruition
- Extremely **detail-oriented** and have the ability to quality control media content
- Knowledge of Google Workspace
- Ability to engage with the Management and Economics community with confidence
- Ability to follow brand-guidelines and representing the MESA brand in a professional manner

Nice to Have:

- Knowledge about Social Media algorithms is considered an asset

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