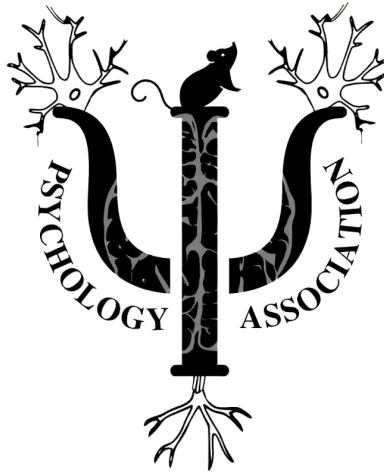


2025-2026 Associate Role Descriptions



Admin Associate

Available positions: 1

Responsibilities

- Attend executive meetings and assist with meeting minutes
- Assist the VPs with duties such as scheduling, emailing, room bookings, etc.
- Complete a minimum of four event hours

Qualifications

- Enrolled in one of the following programs (specialists, majors, minors):
 - Exceptionality in Human Learning
 - Forensic Science (Psychology stream)
 - Neuroscience
 - Psychology
- Strong written and verbal communications skills
- Time management is essential
- Organisational skills such as ability to multitask
- Excellent attention to detail
- Proficiency in Microsoft Office (particularly Word, Excel)

Good to have

- Previous administration experience

Marketing Associate

Available positions: 2

Responsibilities

- Attend Annual General Meeting
- Promote and advertise PAUSE events, including making verbal announcements in lectures
- Assist the Marketing Director in creating marketing material used for promotion of PAUSE and affiliated events
- If needed, assist the Social Media team with social media success
- Complete a minimum of two event hours

Qualifications

- Enrolled in any UTM Program
- Ability to work collaboratively in a team environment
- Strong verbal and written communication skills
- Time management skills are essential
- Outgoing personality with strong interpersonal skills
- Experience in design tools such as Canva

Good to have

- Previous marketing experience
- Good knowledge of current trends and able to accurately judge and apply them to PAUSE marketing materials

Events Associate

Available positions: 4

Responsibilities

- Attend Annual General Meeting
- Promote and advertise PAUSE events, including making verbal announcements in lectures
- Assist the Events Directors in planning and organising future events
- Liaise with external partners or professors regarding future events
- Complete a minimum of two event hours

Qualifications

- Enrolled in any UTM Program
- Ability to work collaboratively in a team environment
- Strong verbal and written communication skills
- Outgoing personality with strong interpersonal skills
- Experience in planning and executing events

Good to have

- Previous experience with events planning
- Involvement within their community and subject area

Social Media Associate

Available positions: 2

Responsibilities

- Attend Annual General Meeting
- Promote and advertise PAUSE events, including making verbal announcements in lectures
- Assist the Social Media Coordinators with creating and uploading content to various platforms
- Work closely with Marketing team to create cohesive content across platforms and teams
- Complete a minimum of two event hours

Qualifications

- Enrolled in any UTM Program
- Ability to work collaboratively in a team environment
- Knowledge of current trends and be up to date with social media
- Outgoing personality with strong communication skills
- Experience with Canva and other design tools

Good to have:

- Experience with handling social media accounts other than those for personal use

Communications Associate

Available positions: 1

Responsibilities

- Attend Annual General Meeting
- Promote and advertise PAUSE events, including making verbal announcements in lectures
- Assist the Communications Director with web design, newsletter creation, and management of social media accounts such as LinkedIn
- Liaise with the different teams within the executive board to ensure successful communication and transparency
- If needed, assist the Social Media team and Marketing team with content creation and marketing material design
- Complete a minimum of two event hours

Qualifications

- Enrolled in any UTM Program
- Knowledge of professional social media platforms such as LinkedIn
- Strong communication skills that plays well working in a team environment
- Have a proactive nature

Good to have

- Experience with web design and management