

UTM Robotics

2025 – 2026 Associate Roles



Firstly, thank you for showing interest in joining the UTM Robotics Club. We're excited to invite you to serve as an associate and strive to enable competition and community engagement within the undergraduate community at UTM!

We have prepared a lineup of informational and competitive events for this semester! We want to encourage the community of individuals interested in robotics at U of T and international competitions. While roles are strictly defined below, we love to see interest and all are welcome to get involved in different aspects of the club.

Outlined below are the officer roles available for recruitment and their respective responsibilities. We will be conducting interviews on a rolling basis during the period that the form is open. You will be contacted a few days after applying to continue and complete the interview process, if selected.

Apply by October 18th: [Associate Form](#)

Finance Associate – 1 Position Available

Supervisor: VP of Finance (Devin Mendes)

The primary goal of this role is to increase outsourced funds and in-kind goods from sponsors and grants. This role requires strong interpersonal skills, negotiation skills, and the ability to communicate clearly.

You will:

- Act as a liaison between sponsors and UTM Robotics
- Host meetings with potential sponsors, and negotiate sponsorship agreements
- Outsource sponsors and grants

Marketing Associate – 1 Position Available

Supervisor: VP Communications (Eric Xia)

The primary goal of this role is to increase community involvement and awareness of our initiatives. This includes club community outreach and maintaining engagement with the student body.

You will:

- Engage with students through responding to student inquiries and posting on social media accounts, e.g., memes, riddles, Q&As, etc.
- Work with club partners to increase the reach and engagement of our initiatives.
- Oversee the club mailing list (MailChimp).
- Aid in formulating and executing marketing plans for events.

For this role, helpful skills and tools include Adobe CC, brand and social media management, and a fun personality :p

Technical Associate – 4 Positions Available

Supervisors: VP Projects (Daniil Trukhin), VP Workshops (Kush Patel)

The primary goal of this role is to plan and coordinate in-person events, club activities, and club collaboration events.

You will:

- Collaborate with the technical team to design infrastructure around events
- Find and collaborate with mentors, and learn new skills related to robotics to create activities with a robotics focus
 - e.g., Arduino workshop, ROS workshop
- Create presentations about robotics concepts
- Help plan in-person events and weekly gatherings
- Lead the development and organization of various ongoing projects
- Help maintain and develop the UTM Robotics Website with the marketing team

For this role, familiarity with robotics concepts or event planning would be beneficial.

Outreach/Logistics Associate – 1 Position Available

Supervisors: VP Outreach/Logistics (Rithika Yerra)

The purpose of this role is to manage logistics for events and reach out to potential club sponsors.

Technical knowledge of robotics is an asset, but not required.

You will:

- Book rooms and place catering orders for club events
- Keep track of event-related expenses and report them to the finance team
- Support other teams through:
 - Brainstorming ideas for future club activities
 - Handling the setup of events

- Acquiring materials for workshops
- Establish collaborative relations with sponsors and other organizations at UTM

Internal Affairs Associate – 4 Position Available

Supervisors: VP Internal Affairs (Ziad Zananiri)

The primary goal of this role is to support the internal operations of UTM Robotics by handling administrative tasks, coordinating intra-club activities, and ensuring smooth communication across teams. This is a versatile, jack-of-all-trades position ideal for those who enjoy keeping things organized and running behind the scenes.

You will:

- Assist with general administrative duties across all club departments
- Coordinate internal communications and scheduling between teams
- Help document meeting minutes, maintain shared resources, and track task progress
- Support planning and logistics for club-wide initiatives and internal events
- Play a key role in organizing **WallyHacks 2**, our flagship hackathon later this year
- Step in to assist other teams as needed, especially during high-activity periods

For this role, strong organizational skills, adaptability, and a collaborative mindset are a strong asset.