

# Administrative Director

## Job Description



commerce  
undergraduate  
society

<b>Title of Position</b>	<b>Administrative Director</b>
<b>Portfolio</b>	Presidential Portfolio
<b>Summary</b>	The Administrative Director will perform the administrative duties of the CUS President, Executive Council, and Board of Directors to serve the CUS.
<b>Time Commitment</b>	Approx. 5-10 hrs/week throughout the school year (Up to 15 hrs/week during peak seasons)
<b>Term of Employment</b>	April 2019 – March 2020 (Transition begins February 2019)
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Assists the CUS President, Executives, and Board of Directors with day-to-day activities and serves as the immediate point of contact for external parties in relation to the Executive Council and the Board of Directors</li><li>• Ensures organizational transparency by producing official detailed minutes and summaries of meetings for the Board of Directors and the Executive Council of the Commerce Undergraduate Society</li><li>• Organizes the logistics of team-bonding retreats, turnover events and other related activities</li><li>• Is responsible for administrative tasks such as organizing meetings, collecting contact information, setting up the CUS master calendar, and directing students and external parties interested in contacting CUS members to the desired individuals and answering general inquiries</li><li>• Attendance at weekly Executive Council meetings and monthly Board of Director Meetings</li><li>• Work with the CUS President to take on additional projects throughout the year</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong interpersonal, organizational, and project management skills</li><li>• Be task-oriented, reliable and a strong self-starter</li><li>• Demonstrate strong, detailed written and verbal communication skills</li><li>• Ability to work independently and in a team setting</li></ul>
<b>Anticipated Learning Outcomes</b>	<p>The Administrative Director should be able to develop their communication skills throughout their term. As the Administrative Director, incumbents will also be able to meet and develop connections with business professionals. In addition, incumbents will have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"><li>• Written communication skills/listening skills</li><li>• Interpersonal skills</li><li>• Time management skills</li><li>• Organizational skills</li></ul>
<b>Application Process</b>	Submit the following information to <a href="mailto: hiring@cus.ca">hiring@cus.ca</a> no later than <b>Saturday</b> ,

**February 9<sup>th</sup> at 9:00 PM:**

- A **one-page resume** outlining your most relevant experiences
- A cover letter addressing the following:
  - Why do you want to be involved in the CUS?
  - What is your value added to the organization? (vision, ideas, etc)
  - Why do you think you would be an excellent candidate for the position?
- Any supplemental materials you would like the Hiring Committee to review along with your application

Save the document using the naming convention,  
**Position\_LASTNAME\_Firstname.pdf**

Interviews will be conducted from February 14-16, 2019. Please indicate in your application if you need alternative arrangements for interview times.

Please contact [hr@cus.ca](mailto:hr@cus.ca) if you have any additional questions or concerns.

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