

Vice-President, External Affairs

Job Description



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Title of Position	Vice-President, External Affairs
Portfolio	Executive Council
Services	<ul style="list-style-type: none"> • Associate Vice-President, External Affairs • Corporate Relations Commission • Imprint • National Strategy Consulting Competition & Conference (NSCC) • MeInc • Executive Mentorship Program (EMP) • LGBTQ2+ Student Representative • Sexual Violence Prevention Student Coordinator
Summary	The Vice-President of External Affairs serves on the executive council of the Commerce Undergraduate Society in managing and supporting the VP external portfolio. The VP external also acts as a representative of the Sauder School of Business through CUS and external conferences.
Time Commitment	Approximately 15-20 hours per week
Term of Employment	April 2019 – March 2020 (Transition begins February 2019)
Main Responsibilities	<p>The Vice-President, External Affairs, is responsible for:</p> <ul style="list-style-type: none"> • Assisting and working alongside the Corporate Relations team with the Corporate Relations package and presentations during the summer months • Managing and providing guidance, support, advice, and solutions to individuals under the External portfolio. (see above under services) • Direct and oversee the planning and execution of major conferences and events • Facilitating discussions and finalizing major decisions for chairs under the external portfolio • Liaising with other business schools across Canada in sourcing opportunities for the students of the CUS • Overseeing alumni engagement targets on behalf of the CUS • Assisting the Corporate Relations team in maintaining strong relations with the Vancouver business community and reaching sponsorship targets/goals • Overseeing the coordination of interfaculty events • Collecting bulk orders of items common to services across the CUS, in order to economize while ordering in eco-sustainable products <p>All members of the Executive Council are responsible for:</p> <ul style="list-style-type: none"> • Attending weekly Executive Council meetings and monthly Board of Directors meetings • Actively contributing to meeting discussion and asking critical and relevant questions during Special Projects Funding (SPF) presentations

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	<ul style="list-style-type: none">● Facilitating meetings with portfolio members and support their work● Support any transitioning and onboarding initiatives● Support any other CUS initiatives as required
Qualifications	<ul style="list-style-type: none">● Sponsorship experience required● Understanding of conference planning and logistics to be able to give guidance to conference chairs when needed● Adept problem solving skills in a high stress environment● Ability to think and make decisions in a fast but logical manner● Professional written, verbal communication and interpersonal skills● Ability to lead and motivate a diverse team of highly skilled and driven individuals● Able to adapt to changes and work under time pressured situations
Anticipated Learning Outcomes	<p>The Vice President External should be able to develop leadership and communication skills to lead a group of diverse individuals that are highly driven and talented. The incumbent should expect to gain valuable professional connections through the position. The incumbent for this position will also have opportunities to use and develop skills in the following (but not limited to) areas:</p> <ul style="list-style-type: none">● Analytical, problem solving and decision making skills● Time management skills● Ability to work in a high stress and time pressured environment● Conference planning and team management skills● Strong interpersonal skills
Anticipated Projects	<ul style="list-style-type: none">● Create long term, flexible sponsorships for multiple CUS services/conferences/clubs● Reevaluation of CR package and its deliverables● Identify and secure corporate sponsorship from well-established companies in various industries● Working with the BCC to pool CR resources● Continue developing interfaculty relationships● Play a major role in strategizing the short and long-term development of the LGBTQ2+ Student Representative and the Sexual Violence Prevention Student Coordinator
Application Process	<p>Submit the following information to hiring@cus.ca no later than Saturday, February 9th at 9:00 PM:</p> <ul style="list-style-type: none">● A one-page resume outlining your most relevant experiences● A cover letter addressing the following:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ How will go you about creating a greater sense of connectivity between Sauder and the wider UBC community?○ 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

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