

Commerce Mentorship Program Director

Job Description



Title of Position	Commerce Mentorship Program Director
Portfolio	VP Academic Portfolio
Position Summary	The Commerce Mentorship Program Director will be responsible for the planning and hiring of sub-committees and managing the Executive team
Time Commitment	7-10 hours/week, summer availability required
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Coordinating and supervising tutoring programs• Organizing approx. 5 events per year, and 45 tutoring review sessions• Develop working relationships with UGO and professors• Review all promotional materials for events• Effectively self-manage to reach the allocated deadlines for allocated tasks.• Leads meetings and delegates tasks to team of executive members• Continue the development of online videos and supplemental materials for CMP taught courses• Continue to coordinate with other on-campus tutoring programs such as AMS tutoring
Qualifications	<ul style="list-style-type: none">• An individual who is strong in leadership• Excellent communication skills• Proven project management abilities• Academic background and/or tutoring experience is an asset
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing and International Business
Anticipated Learning Outcomes	The Commerce Mentorship Program Director should expect to fully develop skills in terms of leadership, management and presentation skills. The incumbent will have the opportunity to enhance their ability to work in a professional environment.
Application Process	<p>To apply, complete our online application form (http://forms.cus.ca/view.php?id=17) and upload a single PDF document that includes:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A cover letter describing: Why you want to be involved in the CUS and why you think you would be an excellent candidate for the position <p>Name the PDF document as per the naming convention CMP_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>