

External Conferences (ExCo) Director

Job Description



Title of Position	ExCo Director
Portfolio	VP Academic Portfolio
Position Summary	The ExCo Director is primarily responsible for working with a team to promote and administer attendance of external conferences. There will also be opportunities to research external conferences that would enrich the learning experience of Sauder students in the process of determining ExCo-supported conferences.
Time Commitment	Summer: 5 – 10 hours per week 5 hours a week during the school year
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Oversee the application and fund allocation process• Research external conferences with educational opportunities to enhance the learning experiences of Sauder students• Prepare and manage a budget
Qualifications	<ul style="list-style-type: none">• Ability to lead and motivate a team throughout the year• Professional written and verbal communication skills• Time management and organizational skills
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing, International Business, and General Business Management
Anticipated Learning Outcomes	The ExCo Director should be able to develop leadership and team management skills throughout their term. As ExCo Director, the incumbent will also gain exposure to current topics of interest in student learning and different learning perspectives from around the world. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas: <ul style="list-style-type: none">• Negotiation and persuasion skills to encourage external conferences to accept more student delegates• Budgeting and allocating resources• Time management skills
Application Process	To apply, complete our online application form (http://forms.cus.ca/view.php?id=17) and upload a single PDF document that includes: <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 Name the PDF document as per the naming convention ExCo_Lastname_Firstname.pdf . Please contact the HR Director at richard.wong@cus.ca should you have any questions.