

Awards Night and Recognitions Chair

Job Description



Title of Position	Awards Night and Recognitions Chair
Portfolio	VP Internal Portfolio
Position Summary	The Awards Night and Recognitions Chair is primarily responsible for planning and promoting the annual Awards Night. Work with the VP Internal to decide on awards recipients and manage CUS evaluators for clubs and conferences.
Time Commitment	<ul style="list-style-type: none"> • Approximately 8 – 10 hours per week; Summer availability required • Busy during second semester in March due to planning of Awards Night
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none"> • Coordinate the planning of Awards Night • Ensure that all CUS events are evaluated • Oversee a team of 6-7 committee members • Facilitate evaluation of professors for Teaching Excellence Award • Promote available awards • Work with the UGO, executive council members, and other faculty to decide on the recipients of several awards
Qualifications	<ul style="list-style-type: none"> • Excellent organizational and event planning skills • Good team management and task delegation skills • Ability to adapt to changing logistics • Creative vision for the event • Good time management skills
Major/Specialization	<ul style="list-style-type: none"> • Ideal position for those majoring in: Any major.
Anticipated Learning Outcomes	<p>The Awards Night and Recognitions Chair should be able to develop leadership and team management skills throughout their term. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Team management skills and quick problem solving skills • Budgeting and allocating resources • Time management skills
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 Awards_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>