

# Business Week Chairperson

## Job Description



<b>Title of Position</b>	<b>Business Week Chairperson</b>
<b>Portfolio</b>	VP Internal Portfolio
<b>Position Summary</b>	The Business Week Chair is responsible for coordinating team members and external parties to plan the annual Business Week with corporate sponsors, volunteers, and daily events.
<b>Time Commitment</b>	Approximately 9 hours per week (10 – 20 in late August/early September)
<b>Term of Employment</b>	May 2014 - May 2015
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Plan weeklong event including unique daily activities.</li><li>• Engage in marketing and selling tickets to certain Business Week events.</li><li>• Organize group meetings, logistics, budget, and event details.</li><li>• Hire and supervise an executive team as well as volunteers for the week.</li><li>• Communicate with corporate sponsors, local media and other club/society presidents.</li><li>• Expand Business Week to incorporate a "Commerce-Week" evening portion.</li><li>• Coordinate with services in the VP Student Engagement portfolio to create night events as a part of "Commerce-Week"</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Time-management skills are a must!</li><li>• A willingness to learn and the ability to deal with changing logistics</li><li>• Effective leadership skills</li><li>• Ability to actively market the event is an asset</li><li>• Prior leadership experience is an asset</li></ul>
<b>Major/Specialization</b>	<ul style="list-style-type: none"><li>• Ideal position for those majoring in: Any major.</li></ul>
<b>Anticipated Learning Outcomes</b>	<p>The Business Week 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"><li>• Team management skills and quick problem solving skills</li><li>• Budgeting and allocating resources</li><li>• Time management skills</li></ul>
<b>Application Process</b>	<p>To apply, complete our online application form (<a href="http://forms.cus.ca/view.php?id=17">http://forms.cus.ca/view.php?id=17</a>) and upload a <b>single PDF</b> document that includes:</p> <ul style="list-style-type: none"><li>• A one-page resume outlining your most relevant experiences</li><li>• 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.</li></ul> <p>Name the PDF document as per the naming convention <b>BW_Lastname_Firstname.pdf</b>. Please contact the HR Director at <a href="mailto:richard.wong@cus.ca">richard.wong@cus.ca</a> should you have any questions.</p>