

# Information Technology Director

## Job Description



<b>Title of Position</b>	<b>Information Technology Director</b>
<b>Portfolio</b>	VP Marketing Portfolio
<b>Position Summary</b>	The IT Director is responsible for designing, updating and maintaining the CUS website.
<b>Time Commitment</b>	<ul style="list-style-type: none"><li>• Varies greatly: negligible to 10+ hours per week.</li><li>• Depends on current CUS events and hours spent promoting.</li></ul>
<b>Term of Employment</b>	May 2014 - May 2015
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Marketing initiatives with the CUS website, social media, and other media</li><li>• Website maintenance and design</li><li>• Working with the VP Marketing to create a unified look across the website</li><li>• Ensuring that the CUS online branding is current and up-to-date with digital platforms.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Strong IT and technical skills are a must</li><li>• An interest in marketing</li><li>• Ability to work well under time pressures</li><li>• Ability to work with little direction and initiate communication with other CUS members</li><li>• Enthusiasm, problem-solving skills and creativity a must!</li></ul>
<b>Major/Specialization</b>	<ul style="list-style-type: none"><li>• Ideal position for those majoring in: Marketing and Business Technology Management (BTM)</li></ul>
<b>Anticipated Learning Outcomes</b>	The IT Director will be able to further develop their IT skills by utilizing them on an ongoing basis throughout the year. 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"><li>• Time Management</li><li>• Networking and Communication</li></ul>
<b>Application Process</b>	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: <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>IT_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>