

# Commerce Community Program Chair

## Job Description



<b>Title of Position</b>	<b>Commerce Community Program Chair</b>
<b>Portfolio</b>	VP Student Engagement Portfolio
<b>Position Summary</b>	The Commerce Community Program Chair will be responsible for the planning and hiring of sub-committees and managing the Executive team.
<b>Time Commitment</b>	Self managed time frame, approximately 80 hours for each semester.
<b>Term of Employment</b>	May 2014 - May 2015
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Strategically lead and coordinate team for CCP.</li><li>• Interview and select a committee of exciting and competent students</li><li>• Develop working relationships with new entities and exploring potential opportunities for expansion</li><li>• Review all promotional materials for events</li><li>• Portray a highly respectful image of the Commerce Undergraduate Society.</li><li>• Effectively self-manage to reach the allocated deadlines for allocated tasks.</li><li>• Leads Portfolio meetings, delegates tasks and responsible for overseeing the functions of the 5+ committees</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• An individual who is strong in leadership</li><li>• Previous CCP experience an asset</li><li>• Excellent communication skills</li><li>• Proven project management abilities</li><li>• Highly organized with some experience in event planning</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>	The Commerce Community Program Chair 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.
<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>CCP_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>