

Grad Night Chair

Job Description



Title of Position	Grad Night Chair
Portfolio	VP Student Engagement Portfolio
Position Summary	The Graduation Night Chair will be responsible for all graduation activities in Sauder. In particular, the Grad Dinner and Dance Gala and the hiring and management of the Graduation Night Committee.
Time Commitment	Approx. 6-9 hours/week.
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Hiring and managing the Graduation Night Committee• Organizing the Grad Dinner and Dance Gala at a Downtown Hotel venue• Signing a hotel contract, theme creation, entertainment decisions, etc• Creating of a sales projection & cost projection• Responsible for fundraising, liaising with UGO and other graduation issues
Qualifications	<ul style="list-style-type: none">• Event planning experience is an asset• Proven strong project management skills• Excellent time management skills and be able to meet multiple deadlines• Ability to supervising a team (leadership skills)• Knowledge of the CUS & its structure, as well as its major events/ conferences• Being resourceful; proactively following up with external clients and the student body)
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing
Anticipated Learning Outcomes	<ul style="list-style-type: none">• Gain practical experience in time management and working under time pressure (must minimize delays)• Ability to project and achieve sales & revenue targets• Supervision of the team (and the ability to lead)• Interaction with various clubs and expansion of social networks within the CUS
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 Grad_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>