

International Students Association of Sauder Chair

Job Description



Title of Position	International Students Association of Sauder (ISAS) Chair
Portfolio	VP Student Engagement Portfolio
Position Summary	The ISAS Chair will be responsible for the planning and hiring of sub-committees and managing the International Students Association of Sauder Executive team.
Time Commitment	Approx. 7-10 hours/week.
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Ensure the association is on track with strategic goals• Interview and select a committee of exciting and competent students• Develop working relationships with new entities and exploring potential opportunities for expansion• Review all promotional materials for events• Portray a highly respectful image of the Commerce Undergraduate Society as well as International students• Effectively self-manage to reach the allocated deadlines for allocated tasks.• Leads meetings and delegates tasks.
Qualifications	<ul style="list-style-type: none">• An individual who is strong in leadership• Previous experience with ISAS an asset• Excellent communication skills• Proven project management abilities• Highly organized with some experience in event planning
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing and International Business
Anticipated Learning Outcomes	The ISAS 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.
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 ISAS_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>