

POITS Director

Job Description



Title of Position	POITS Director
Portfolio	VP Student Engagement Portfolio
Position Summary	The role of the POITS Director is to maintain the status of POITS that has lasted for decades by throwing fun and engaging drinking events for students. The biggest goal is to maintain a balance between focusing on liability issues, and engaging students within a beer garden atmosphere.
Time Commitment	<ul style="list-style-type: none">• 3 hours per week• 10-12 hours the week of an event
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Hire and manage a team (POITS crew) to execute biweekly social events/beer garden• Find venue and obtain Special Occasion License (SOL) for each event• Organize event logistics by using good organizational skills• Have contingency plans prepared to maintain liability standards• Liaise with other service councils and clubs
Qualifications	<ul style="list-style-type: none">• Experience in organizing events that involved liquor sales• Creative and flexible, with good time management skills• Ability to foresee problems that may arise• Social and fun loving with a passion for entertaining Sauder students• Ability to prioritize and delegate tasks to POITS crew• <i>Serving it Right License mandatory for position.</i>
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Any major.
Anticipated Learning Outcomes	<ul style="list-style-type: none">• Excellent opportunity to connect with Sauder students• Strengthen interpersonal skills and expand social network• Practical event planning and communication skills• Ability to react quickly and efficiently in the event of an unexpected situation
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 POITS_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>