

Social Committee (SOCO) Chair

Job Description



Title of Position	Social Committee (SOCO) Chair
Portfolio	VP Student Engagement Portfolio
Position Summary	The role of the Social Coordinator is to actively engage and attract students to a series of social events held throughout the school year. Designed to promote the building of long-lasting relationships and amazing memories, the social coordinator's role is to use creativity and passion to bring a social element into Sauder and satisfy the needs of students.
Time Commitment	<ul style="list-style-type: none">• 10-20 hours/week depending on proximity of events• Late summer availability required
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Bettering the social lives of students through the design and execution of original and entertaining events• Hiring and leading an organizing committee• Creating and maintaining a budget• Facilitating growth of interfaculty relations
Qualifications	<ul style="list-style-type: none">• Experience in organizing small and large events• Creative and flexible• Able to foresee problems that may arise• Extremely sociable and able to form relationships easily• Responsible and skilled in time management• Able to lead a team and effectively delegate tasks
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 organize contingency plans and react quickly to event alteration• Having an amazing year!
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 SOCO_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>