

Executive Mentorship Program Director

Job Description



Title of Position	Executive Mentorship Program Director
Portfolio	VP External Portfolio
Position Summary	The EMP Director is responsible for organizing the Executive Mentorship Program and working with a team to recruit and connect mentors with students.
Time Commitment	<ul style="list-style-type: none">• Regular basis: 3 hours a week• Peak periods (September and prior to events): 15 – 25 hours per week
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Seek out quality, experienced mentors in the business community to provide effective mentorship and a lasting relationship for student mentees• Organize mentee interviews and coordinate the pairing process• Liaise with the Executive Mentorship Program Board of Advisors• Develop and execute events with the EMP team for members and mentors• Prepare and propose a budget to the Board of Directors
Qualifications	<ul style="list-style-type: none">• Strong professional written and verbal communication skills a must• High, consistent level of professionalism• Strong networking ability• Experience or knowledge of the Executive Mentorship Program recommended• Ability to lead and motivate a team throughout the year• Time management and organizational skills
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Any major.
Anticipated Learning Outcomes	<p>The EMP Director should be able to develop leadership and team management skills throughout their term. As EMP Director, the incumbent will be able to meet and build connections with business professionals. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none">• Effective team management skills, including task assignment and keeping team members on track• Communicating and managing relationships with business professionals• Event planning and execution
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 EMP_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>