

Me Inc. Chair

Job Description



Title of Position	Me Inc. Chair
Portfolio	VP External Portfolio
Position Summary	The Me Inc. Chair is responsible for building a team and developing workshops and a conference geared towards first and second year students.
Time Commitment	<ul style="list-style-type: none">• Summer: 5 – 10 hours per week• 10 hours a week during the school year• 30 – 40 hours a week during event periods
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none">• Recruit and manage an organizational team• Oversee the planning and execution of various Me Inc. events, including workshops, an Option Open House and Conference• Develop two workshops during the year• Liaise and report to both the VP External and VP Finance• Manage relations with the Alumni Relations Office and the BCC• Prepare and propose a budget to the Board of Directors• Manage relationships with speakers and sponsors
Qualifications	<ul style="list-style-type: none">• Ability to lead and motivate a diverse team and maintain momentum throughout the year• Event planning experience required• Prior knowledge and experience with Me Inc. strongly preferred• Professional written and verbal communication skills• Budgeting experience highly recommended• Strong interpersonal skills• Ability to multitask and keep track of details across different deliverables• Adaptability and problem solving skills in a high stress environment• Time management and organizational skills
Major/Specialization	<ul style="list-style-type: none">• Ideal position for those majoring in: Marketing, Finance, and Accounting
Anticipated Learning Outcomes	<p>The Me Inc. Chair should be able to develop leadership, teamwork and problem solving skills through their conference experience. The incumbent should expect to gain event management experience through multiple events throughout the year, including a large scale conference. 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">• Analytical, problem solving and decision making skills• Strong interpersonal skills, including the ability to manage and motivate a large team• Resolving conflict and provide feedback diplomatically

- Time management skills and ability to work in a high stress environment with deadlines

Application Process

To apply, complete our online application form (<http://forms.cus.ca/view.php?id=17>) and upload a **single PDF** document that includes:

- A one-page resume outlining your most relevant experiences
- A cover letter describing: Why you want to be involved in the CUS, why you think you would be an excellent candidate for the position, and what your vision is for Me Inc. 2015.

Name the PDF document as per the naming convention **MeInc_Lastname_Firstname.pdf**. Please contact the HR Director at richard.wong@cus.ca should you have any questions.