

T40U40 Networking Breakfast Chairperson

Job Description



Title of Position	Top 40 Under 40 Networking Breakfast Chairperson
Portfolio	VP External Portfolio
Position Summary	The Top 40 Under 40 Chairperson is responsible for hiring an Executive Committee team and planning the execution of the 2014 Top 40 Under 40 Networking Breakfast event.
Time Commitment	<ul style="list-style-type: none"> • April-August: 20 hours per week • September-October: 25 hours per week • November: 30 hours per week • Early December: 10 hours per week to complete continuity and wrap up • Summer availability highly recommended
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none"> • Provide vision and leadership for the planning and execution the Top 40 Under 40 Networking Breakfast • Develop relevant event structure • Hire and manage Top 40 Under 40 Executive Committee • Build awareness of the Top 40 Under 40 Networking Breakfast in Vancouver business community • Develop strategic relationships with alumni and business professionals to ensure an appropriate ratio of professionals to students • Initialize and develop synergies with other CUS services, including the Corporate Relations team, the Marketing portfolio, and the Alumni Relations Director • Be open to implementation of changes and revisions pending advice of the CUS and Advisory Board
Qualifications	<ul style="list-style-type: none"> • Conference/event planning experience is a must • Excellent communication and time management skills • Demonstrate leadership and team management abilities • Strong public relations and networking skills an asset • Organized and committed • Strong understanding of international issues and how it affects business
Major/Specialization	<ul style="list-style-type: none"> • Ideal position for those majoring in: Marketing, International Business, and General Business Management
Anticipated Learning Outcomes	<p>The Top 40 Under 40 Chairperson 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 the large-scale event and adapt to fast changing conditions. 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 handle problems and mistakes in a diplomatic manner
- Leveraging the strengths of team members and ensuring the team remains motivated
- 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 and why you think you would be an excellent candidate for the position

Name the PDF document as per the naming convention **T40U40_Lastname_Firstname.pdf**. Please contact the HR Director at richard.wong@cus.ca should you have any questions.