



<b>Title of Position</b>	<b>VP Events</b>
<b>Portfolio</b>	<b>Internal Portfolio</b>
<b>Service</b>	<b>Business Week</b>
<b>Summary</b>	Works with the Business Week team to plan day and night events, working in collaboration with other clubs and organizations in the CUS.
<b>Time Commitment</b>	5-10 hours/week leading up to Business Week Attendance at majority of events during Business Week 5 hour/week wrap-up in October
<b>Term of Employment</b>	April 2014 – October 2014
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contribute to overall Business Week execution</li> <li>• Work with other organizations to plan events during Business Weeks</li> <li>• Liaise Business Week with the U.B.C, and collaborative clubs</li> <li>• Work with Visual Media Coordinator to design a campaign to promote Business Week events</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Creative and innovative</li> <li>• Time management and attention to detail</li> <li>• Prompt, professional oral and written communication skills</li> <li>• Naturally outgoing and talkative</li> <li>• Previous event planning is an asset</li> <li>• Summer availability (at least 2-3 months in Vancouver is highly preferred)</li> </ul>
<b>Application Process</b>	<p>Please submit the following information to Sam Dunner and Lara Stevens at: <a href="mailto:sam.dunner@cus.ca">sam.dunner@cus.ca</a>:</p> <ul style="list-style-type: none"> <li>• A one-page resume outlining your most relevant experiences</li> <li>• A one-page cover letter</li> <li>• Please contact Sam Dunner and Lara Stevens if you have any additional questions or concerns.</li> </ul>