

First Year Committee Chair

Job Description



commerce
undergraduate
society

Title of Position	First Year Committee Chair
Portfolio	VP Student Engagement Portfolio
Position Summary	The First Year Committee Chair is responsible for organizing events specifically targeting first year students in Sauder. The First Year Committee Chair is also responsible for the hiring and management of the First Year Committee (FYC).
Time Commitment	Approx. 5-10 hours/week.
Term of Employment	October 2015 - May 2016
Main Responsibilities	<ul style="list-style-type: none">• Hiring and managing the First Year Committee• Create events that provide an inviting, comfortable space in which students can relax, be active and have fun• Communicate with fellow students; promote an inclusive, friendly atmosphere in which everyone is invited to participate• Demonstrate a high interest of student wellness and promote continuous improvement in the quality of education in Sauder• Effectively manage your time and other commitments• Plan awesome events for all first years in Sauder.
Qualifications	<ul style="list-style-type: none">• First year student at the Sauder School of Business• Ability to lead a team of your peers• Event planning experience an asset• Ability to effectively connect and network with external organizations• Strength in leadership, communication and teamwork• Ability to run safe and inclusiveness events• Responsibility and maturity• Creative and outgoing individual prepared to share ideas
Specifications	<ul style="list-style-type: none">• Must be in Year 1 BCOM
Anticipated Learning Outcomes	The First Year Committee Chair should expect to fully develop skills in terms of leadership, event management and presentation skills. The incumbent will have the opportunity to enhance their ability to work in a professional environment.
Application Process	<p>To apply, submit a single PDF document that includes to the HR Director (raffles.koh@cus.ca) :</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 FYC_Lastname_Firstname.pdf. Please contact the HR Director at raffles.koh@cus.ca should you have any questions.</p>