

## Vice-President, External Affairs

### Job Description



commerce  
undergraduate  
society

<b>Title of Position</b>	<b>Vice-President, External Affairs</b>
<b>Portfolio</b>	Executive Council
<b>Services</b>	<ul style="list-style-type: none"> <li>• Associate Vice-President, External</li> <li>• Corporate Relations Team</li> <li>• Imprint</li> <li>• National Strategy Consulting Competition &amp; Conference (NSCC)</li> <li>• Top 40 Under 40 Networking Breakfast</li> <li>• Executive Mentorship Program (EMP)</li> </ul>
<b>Summary</b>	The Vice-President of External Affairs serves on the executive council of the Commerce Undergraduate Society in facilitating corporate sponsorships and managing external conferences for the CUS.
<b>Time Commitment</b>	Approximately 10-15 hours per week (more during busy periods)
<b>Term of Employment</b>	April 2018 – April 2019 (Onboarding starts February 2018)
<b>Main Responsibilities</b>	<p><b>The Vice-President, External Affairs, is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Assisting and working with the Corporate Relations team in updating the Corporate Relations package during the summer months.</li> <li>• Managing and providing guidance, support, advice, and solutions to services under the External portfolio.</li> <li>• Oversee the planning and execution of major conferences and events.</li> <li>• Liaising with other business schools across Canada for cross-campus events and to foster a stronger external network for the CUS.</li> <li>• Assisting the Corporate Relations team in maintaining strong relations with the Vancouver business community and reaching sponsorship targets/goals.</li> <li>• Organizing and chairing the CR Conference and the year-end Sponsors Thank You Breakfast.</li> <li>• Processing major in-kind and monetary sponsorships to the CUS.</li> <li>• Planning the annual CPABC Pitch with the Corporate Relations team and invited services.</li> <li>• Fostering relationship with other undergraduate societies and external stakeholders at UBC</li> </ul> <p><b>All members of the Executive Council are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Attending weekly Executive Council meetings and monthly Board of Directors meetings.</li> <li>• Actively contributing to meeting discussion and asking critical and relevant questions during Special Projects Funding (SPF) presentations.</li> <li>• Facilitating meetings with portfolio members and support their work.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Sponsorship experience required.</li> <li>• Understanding of conference planning and logistics to give guidance to</li> </ul>

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	<p>conference chair.</p> <ul style="list-style-type: none"><li>• Adept problem solving skills in a high stress environment.</li><li>• Ability to think and make decisions in a fast but logical manner.</li><li>• Professional written, verbal communication and interpersonal skills.</li><li>• Ability to lead and motivate a diverse team of highly skilled and driven individuals.</li><li>• Able to adapt to changes and work under time pressured situations.</li></ul>
<b>Anticipated Learning Outcomes</b>	<p>The Vice President External should be able to develop leadership and communication skills to lead a group of diverse individuals that are highly driven and talented. The incumbent should expect to gain valuable professional connections through the position. The incumbent for this position will also have opportunities to use and develop skills in the following (but not limited to) areas:</p> <ul style="list-style-type: none"><li>• Analytical, problem solving and decision making skills.</li><li>• Time management skills.</li><li>• Ability to work in a high stress and time pressured environment.</li><li>• Conference planning and team management skills.</li><li>• Strong interpersonal skills.</li><li>• Professional communication skills in writing and speaking.</li></ul>
<b>Anticipated Projects</b>	<ul style="list-style-type: none"><li>• Create long term, flexible sponsorships for multiple CUS services, conferences, and clubs</li><li>• Evaluation of the CR Managers' roles for greater community engagement</li><li>• Identify and secure corporate sponsorship from well-established companies in various industries</li><li>• Working with the BCC to pool CR resources</li><li>• Creating a sponsorship database for use by clubs and services</li></ul>
<b>Application Process</b>	<p>Submit the following information to <a href="mailto:cus.hiring@gmail.com">cus.hiring@gmail.com</a> no later than <b>Thursday, February 8<sup>th</sup> at 11:59 PM:</b></p> <ul style="list-style-type: none"><li>• A <b>one-page resume</b> outlining your most relevant experiences</li><li>• Save the document using the naming convention, <b>Position_LASTNAME_Firstname.pdf</b></li><li>• A cover letter addressing the following:<ul style="list-style-type: none"><li>○ Why do you want to be involved in the CUS?</li><li>○ How will you go about creating a greater sense of connectivity between Sauder and the wider UBC community?</li><li>○ Why do you think you would be an excellent candidate for the position?</li></ul></li><li>• Any supplemental materials you would like the Hiring Committee to review along with your application.</li></ul> <p>Please contact <a href="mailto:cus.hiring@gmail.com">cus.hiring@gmail.com</a> if you have any additional questions or concerns.</p>