

First Year Committee Chair

Job Description



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Title of Position	First Year Committee Chair
Portfolio	Student Engagement Portfolio
Service	First Year Committee (FYC)
Summary	The CUS First Year Committee Chair is responsible for organizing events specifically targeting first year students in UBC Sauder. The Chair will have the opportunity to hire and lead the CUS First Year Committee, which aims to establish a welcoming and inclusive atmosphere for all first year students.
Time Commitment	Approx. 7-10 hours/week
Term of Employment	September 2018 - April 2019
Main Responsibilities	<ul style="list-style-type: none"> • Hire and manage the CUS First Year Committee • Create events that provide an inviting, comfortable space in which students can relax, be active, and have fun • Facilitate weekly or bi-weekly Committee meetings • Participate in bi-weekly syncs with the CUS VP and AVP of Student Engagement • Collaborate with the Undergraduate Office (UGO) and other stakeholders to engage first years and encourage student involvement in the UBC Sauder School of Business
Qualifications	<ul style="list-style-type: none"> • First year student at the UBC Sauder School of Business • Passionate about organizing events to build community • Ability to lead a team of your peers • Ability to effectively connect and work with external organizations • Ability to effectively manage time and other commitments • Event planning experience an asset
Anticipated Learning Outcomes	<p>The First Year Committee Chair will develop their leadership skills through hands-on experience and mentorship opportunities. The incumbent will also have a chance to develop skills in the following areas:</p> <ul style="list-style-type: none"> • Event planning and execution skills • Increased adaptability and problem solving skills • Enhanced ability to work in a professional environment
Application Process	<p>Submit one single PDF to hring@cus.ca no later than Thurs, Sept 20, 2018 at 9:00 PM with the following information:</p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A one-page cover letter describing:

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- o Why do you want to be involved in the CUS?
- o Why do you think you would be an excellent candidate for the position?
- o What ideas do you have for the First Year Committee 2018-19?
- Any supplemental materials you would like the Hiring Committee to review along with your application

Please save the single PDF document using the naming convention:
FYC_Chair_Lastname_Firstname.pdf.

If you have any questions regarding the role, please contact **Maggie Yip**, Vice-President of Student Engagement, at maggie.yip@cus.ca.