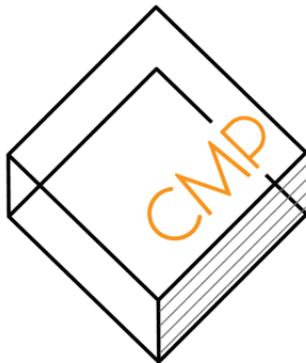


Executive Hiring 2020 - 2021

COMMERCE MENTORSHIP PROGRAM



CUS Academic Portfolio



commerce
undergraduate
society



CHARTERED
PROFESSIONAL
ACCOUNTANTS
BRITISH COLUMBIA

HIRING PROCESS

To apply, email a single PDF document addressed to CMP director, Jenny Zeng, at jenny.zeng@cus.ca with the following:

- Subject Line & PDF Name:
"Position_LastName_FirstName"
- Cover letter stating your interest
- Resume
- **VP Marketing applicants only:** 1 page portfolio of previous work

Deadline: April 12 11:59 PM

Please feel free to contact jenny.zeng@cus.ca with any questions or concerns!



commerce
undergraduate
society

HIRING POSITIONS

VP Academic

VP Internal

VP Finance

VP Marketing (2)

VP Relations

VP Events (2)

Second Year Rep





VP Academic

The VP Academic is responsible for assuring the quality of tutoring content and communications with partnering professors and academic consultants.

Time commitment: 7-10 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Assist with hiring and training of qualified Academic Consultants
- Coordinate with other on-campus tutoring programs
- Communicate with Academic Consultants regarding materials submission deadlines, event logistics, and validation requirements
- Enforce, review and amend contracts with Academic Consultants
- Ensure quality materials and review sessions are being delivered
- Attend review sessions to ensure that they are running smoothly

Qualifications:

- Strong organization, time management, and teamwork skills
- Excellent communication skills and strong work ethic
- Professionalism in verbal and written rhetoric
- A clear understanding of the Sauder academic landscape is an asset
- Academic background and/or tutoring experience is an asset

Learning Outcomes:

VP academic for CMP should expect to fully develop skills in effective communication between exec team, professors, and Academic Consultants. The incumbent will have the opportunity to enhance their ability to work in a professional environment.



VP Internal

The VP Internal is responsible for completing administrative tasks, ensuring all executive deadlines are met, and that CMP practices align with CUS guidelines

Time commitment: 7-10 hours/week

Term of employment: April 2020 - 2021

Main Responsibilities:

- Attend all meetings and record meeting minutes for each session
- Responsible for room bookings to host review sessions
- Liaise with the CUS and ensure that all CMP practices follow CUS guidelines
- Respond to messages and online inquiries made to CMP
- Assist in ensuring executive deadlines are met
- Liaise event logistics with exec team and Academic Consultants
- Work alongside VP Academic with the hiring of academic consultants

Qualifications:

- Excellent communication skills
- Strong work ethic and attention to detail
- Proactive and takes initiative
- Strong organization, time management, and teamwork skills

Learning Outcomes:

VP Internal for CMP should expect to fully develop skills in organizational management, bookkeeping, time management and communication. The incumbent will have the opportunity to enhance their ability to work in a professional environment.



VP Finance

VP Finance is responsible for managing CMP's budgets, ensuring all stakeholders are accurately reimbursed in a timely manner through contacting and coordinating with various services.

Time commitment: 6-8 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Create initial, intermediate, and final budgets for all events
- Maintain a clear, concise, and accurate record of all transactions
- Process reimbursements throughout the year in a timely manner
- Communicate with CUS Finance analyst depending budget changes
- Analyze opportunities for new CMP initiatives
- Continuously collect data regarding to ensure operational stability
- Make financial judgements regarding expenditure on relevant projects

Qualifications:

- Strong quantitative skills and excellent communication skills
- Ability to meet deadlines and work efficiently
- Strong attention to details and work ethic
- Ability to approximate costs related to events
- Experience in finance is an asset

Learning Outcomes:

VP Finance for CMP should expect to fully develop skills in the quantitative area in business, budget management, and develop their business acumen. The incumbent will have the opportunity to enhance their ability to work in a professional environment.



VP Marketing (2)

VP Marketing is responsible for the overarching marketing strategy of the CMP brand and exploring new marketing avenues to increase CMP brand awareness.

Time commitment: 6-7 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Spearhead all marketing channels (Facebook, Instagram etc.) and upload promotional material
- Formulate feedback surveys that limit possible biases and are catered to student needs
- Create marketing strategies and materials to stimulate increase in brand awareness
- Rebrand and redesign the CMP website to ensure effective online communication and presence

Qualifications:

- Strong creative and graphic design abilities
- Ability to work efficiently in a team environment
- Excellent organizational, analytical and communication skills
- Proficient in digital marketing and public relations
- Experience in Canva, Wordpress and/or Mailchimp is an asset

Learning Outcomes:

The VP Marketing for CMP should fully expect to develop skills in branding strategy and digital marketing. They will lead the operations of several marketing streams and spearhead necessary changes to CMP's marketing strategy. The incumbent will be able to translate these skills to a professional environment.



VP Relations

The VP Relations will be responsible for maintaining excellent relationships with professors and assisting Academic Consultant hiring.

Time commitment: 6-8 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Assist in the hiring of qualified Academic Consultants while simultaneously leading the training of all hired personnel
- Collaborate closely with UBC professors to ensure the alignment of course content with review package material.
- Maintain a database of all professors and CMP covered courses
- Facilitate the establishment of a working relationship between Academic Consultants and professors.
- Attend review sessions to ensure they run smoothly.

Qualifications:

- Professionalism in written and verbal communication
- Excellent relationship building and conflict resolution skills.
- Consistently strong work ethic
- Experience in quality control is an asset
- An understanding of Sauder's academic landscape is an asset
- Academic background and/or tutoring experience is an asset

Learning Outcomes:

The VP Relations for CMP should fully expect to develop professional communication and relationship building skills by collaborating with individuals. The VP Relations will also have the liberty to implement guided strategic changes to the communication process to make it more efficient.



VP Events (2)

VP Events will be responsible for the planning and execution of all CMP review sessions (which accumulate to around 45 in total) and that all events are logistically efficient.

Time commitment: 6-7 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Work with CUS services and UBC academic initiatives to execute current events more efficiently while brainstorming ideas for new events
- Establish plans for pre-event preparation and lead event logistics
- Collaborate with VP Finance to ensure budget congruence and relevant event costs
- Document event logistical details thoroughly to enable for complete feedback and improvement
- Collaborate with VP Marketing to promote awareness of review sessions

Qualifications:

- Strong logistical skills and a keen eye for contingency planning
- Excellent communication skills to collaborate with several personnel
- Strong attention to details and outstanding teamwork abilities
- An adaptable attitude to facilitate smooth events as needed.

Learning Outcomes:

The VP Events can expect to fully develop skills in the area of event planning and execution. Combining their increased knowledge in event planning with learning how to work in high pressure environments, the VP Events will learn how to excel in work environments that require logistical acumen and creative problem solving.



Second Year Rep

The Second Year Representative will be responsible for spearheading the maintenance of the Resource Centre and also collaborating with the VP Marketing/Events in several tasks.

Time commitment: 6-8 hours/week

Term of employment: April 2020 - April 2021

Main Responsibilities:

- Work VP Marketing to assess the marketing strategy of CMP and create marketing materials as necessary
- Aid in the event execution cycle to ensure a high quality of events
- Lead the operations of the Resource Centre (a webpage for all CMP Materials such as review packages etc.)
- Work with VP Relations to gather information on Second Year courses
- Administrate social media outlets to ensure timely responses and complaint resolution while finding creative solutions to increase engagement

Qualifications:

- Outstanding team building skills
- Impeccable time management skills
- Strong attention to details
- An adaptable attitude to fulfill a variety of tasks as needed

Learning Outcomes:

The Second Year Rep can expect to fully develop skills in brand management (through administering various marketing streams), event planning and execution. The incumbent will have the opportunity to apply these skills in a professional work environment.

