



Brock Business Students' Association Faculty of Business Formal Coordinator

Job Identification Details

Job Title: Faculty of Business Formal Coordinator

Job Location: Brock University, Faculty of Business

Number of Positions: 2

Post Date:

Reports To: Vice President – Internal Affairs

Company URL: <http://www.brockbsa.com>

Business Students' Association

The Business Students' Association (BSA) is the facilitating umbrella organization for all Faculty of Business Student Clubs (FOBSC). The BSA has restructured the student associations to better serve the student body and ensure the best results possible from each Faculty of Business event. The BSA's mission is to improve the quality of each business student's experience at Brock University.

Job Summary

The Faculty of Business Formal Coordinators are responsible for the development, planning, implementation and completion of Brock's Annual Faculty of Business Formal. The position will provide leadership and guidance in establishing strategies and goals and will assist the team in working through the day-to-day challenges of formal planning.

Duties and Responsibilities

- Responsible for organizing and planning all aspects of the Formal, including:
 - a) Sourcing out a venue for the event on the decided date
 - b) Developing the invitation list
 - c) Coordinating dinner catering and wine for the event
 - d) Decorating the facility
 - e) Coordinate DJ for post-dinner dancing
 - f) Supervise, direct, and oversee the committee of volunteers and delegate tasks as required to create a successful formal
 - g) Contact risk management and follow all policies as necessary
- Responsible for operating within the parameters of the event budget
- Responsible for coordination of all ticket sales for the event
- Responsible for accurate and ethical practices within the BSA
- Execute all duties and tasks required to ensure the success of the Formal
- Report any discrepancies/problematic Formal Committee working practices and relationships
- Attend regular BSA General meetings
- Other duties as required



Minimum Requirements

- Must be a Full-time student enrolled in the Faculty of Business
- Must have completed a minimum education level of 2nd year university
- Must be in good academic standing
- Must be fluent in the English language
- Event planning experience would be considered an asset

Skills, Effort & Competencies

- Effective oral and written communication
- Detail oriented
- Organization/Planning
- Think critically and act logically to evaluate situations, solve problems and make decisions
- Responsible, capable of seeing projects to completion
- Time Management/Punctual
- Cooperative
- Seek a team approach as appropriate
- Self-motivated

Application Process

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at vphumanresources@brockbsa.com by **February 19, 2012 by 1 pm**. If you wish to apply to more than one position, please send ONE application; indicate all positions in your cover letter.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.