

## **Brock Business Students' Association JDC Central Captain**

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### **Job Identification Details**

**Job Title:** JDC Central Captain

**Job Location:** Brock University, Faculty of Business

**Number of Positions:** 2

**Post Date:**

**Reports To:** President

**Company URL:** [www.brockbsa.com](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 JDC Central Captains are responsible for the development, planning, implementation and administration of initiatives encompassing all aspects of JDC Central. The individual will be a pivotal member of the BSA team with a role of overseeing the very critical aspects of academic, debate, sports, and social teams participating in JDC Central. These individuals will ensure all paths lead to success while putting peoples' interests at the forefront of the association's actions.

### **Duties and Responsibilities**

- Responsible for coordinating all endeavors required to compete in JDC Central including:
  - Recruitment of volunteers and delegates to compete in each academic, debate, social, and sports teams
  - Work in conjunction with the VP – Academic Affairs to create and maintain a reasonable budget
  - Research potential sources of obtaining cases for the mock competition and practice purposes for each academic team
  - Determine all necessary timing for the mock competition and book rooms accordingly
  - Organize and execute all details in relation to the logistics of getting students from place to place (i.e. transportation to/from the event)
  - Organize charity initiatives such as, but not limited to, the “Groovin’ for Charity” event
- Maintain ongoing communication with key Faculty members, VP – Academic Affairs, Brock JDC Central God Parents, JDC Central Organizing Committee, and students pertaining to Brock JDC Central

- Attend Captains meetings at the JDC Central host school
- Continuously provide feedback to all delegates on their progress and offer support and encouragement to all aspects of the competition
- Develop timelines for the completion of all activities and clearly communicate these to the delegates and volunteers

### **Minimum Requirements**

- Must be a full-time student enrolled in the Faculty of Business
- Must have a minimum education level of 2<sup>nd</sup> year university
- Must be in good academic standing
- Must be fluent in the English language
- Previous participation in JDC Central or business case competition considered an asset
- Must have extensive leadership experience

### **Skills, Effort & Competencies**

- Effective oral and written communication
- Read, comprehend and use written materials, including graphs, charts and displays
- Sound understanding of all aspects pertaining to JDC Central
- Organization/Planning
- Think critically and act logically to evaluate situations, solve problems and make decisions
- Detail oriented
- Understand and contribute to the organization's goal
- Cooperative
- Seek a team approach as appropriate

### **Application Process**

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at [vphumanresources@brockbsa.com](mailto: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 the individual.