



Brock Business Students' Association Orientation Week Coordinator

Job Identification Details

Job Title: Orientation Week Coordinator

Job Location: Brock University, Faculty of Business

Number of Positions: 1

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 Orientation Week Coordinator is responsible for the successful completion of all Orientation week events. This role requires the development, planning, implementation and administration of all BSA initiatives held throughout Orientation Week. This individual will be a pivotal member of the BSA insuring that the BSA is effectively represented during Orientation Week. Due to the seasonality of the position, this position is transferable into a different set of responsibilities for the remainder of the school year.

Duties and Responsibilities

- Responsible for the organization and planning of the BSA's Orientation Week activities including:
 - Vendor Fair
 - Orientation Week Tables
 - BSA's O-Day
 - Any events hosted by the BSA that occur on or close to Orientation Week
- Supervise and direct the committee of volunteers and delegate tasks as required
- Responsible for ensuring that the BSA has a presence during Orientation week
- Coordinate with BUSU and other Faculty of Business clubs
- Report any discrepancies/problematic working practices and relationships
- Responsible for operating within the parameters of budgetary constraints
- Responsible for accurate and ethical business practices within the BSA
- 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 1st year university
- Must be in good academic standing
- Must be fluent in the English language
- Experience in a leadership role or event planning is an asset

Skills, Effort & Competencies

- Effective oral and written communication
- Organization/Planning
- Attention to detail
- Responsible, capable of seeing projects to completion
- Time Management/Punctual
- The ability to identify and suggest new ideas to get the job done – creativity
- Understand and contribute to the organization's goal
- 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