



Brock Business Students' Association Socials Coordinator

Job Identification Details

Job Title: Socials 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 Socials Coordinator is responsible for the development, planning, implementation and completion of social events throughout the year, allowing both students and faculty to mingle in a social setting. The Socials Coordinator will be required to operate under a given budget as provided by the BSA Executive, but will have some autonomy as to where, when and how many social events are held within those budgetary limits. All social event plans must be approved by the BSA Executive in advance of beginning formal progress.

Duties and Responsibilities

- Responsible for organizing and planning all aspects of the social events
- Responsible for finding and managing volunteers as necessary
- Responsible for choosing a venue for the social
- Report to executives regularly on progress and plans for initiatives
- Responsible for accurate and ethical practices within the BSA
- Responsible for coordination of all ticket sales for events, as required
- Responsible for operating within the parameters of budgetary constraints
- Execute all duties and tasks required to ensure the success of the social events
- Responsible for attending 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
- 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
- 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.