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CO-OP STUDENT ASSOCIATION

VP Events

VP External

VP Mentorship





VP Events is responsible for brainstorming and executing projects and events to provide exceptional experiences for students. VP Events will have the opportunity to plan and execute two or more projects of their choosing from start to end.

Time Commitment	5-9 hours per week, up to 15-20 hours during peak times
Term of Employment	October 2022 - April 2023
Main Responsibilities	<ul style="list-style-type: none"> • Brainstorm and initiate project ideation that help enhances COSAS' presence • Reach out and engage with community partners and stakeholder • Identify new areas of opportunity for initiatives and help execute • Liaise with other directors, such as marketing, finance, and external to ensure the smooth execution of each event
Qualifications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Excellent organizational and time management skills with the ability to multitask • Ability to manage and solve problems and conflicts effectively • Creative, with a clear vision to improve the UBC Sauder Co-op student experience • Passion to help others and meeting new people • Project management or event organizing experience is an asset
Anticipated Learning Outcomes	<p>VP Events should be able to gain relevant event planning experience, such as sales, and project management. This role will also provide opportunities to build meaningful business connections. In addition, incumbents will have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Effectively planning and executing projects • Analytical and problem-solving skills • Logistical skills



VP External is responsible for overseeing the partnership and relationship between the Co-op Student Association and external parties. VP External will work closely with the Co-Directors and Events Team in ensuring collaborations and sponsorships run smoothly.

Time Commitment	5-9 hours per week, up to 12-15 hours during peak times
Term of Employment	October 2022 - April 2023
Main Responsibilities	<ul style="list-style-type: none"> • Communicate important updates from the COSAS team to external stakeholders • Oversees partner and sponsor relations between the club and external parties. • Reaching out and engaging with community partners • Managing relationships with events sponsors and communicating with external stakeholders • Identify areas of opportunity for new initiatives and help find the right people to help implement them • Collaborate with Events team members in running and executing events for the UBC Sauder Co-op community
Qualifications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Experience with event planning and ideation • Ability to manage time effectively and get deliverables ready and launched on time • Creative with ideas to improve the UBC Sauder Co-op student experience • Passion for helping others and meeting new people • Experience in negotiation and clubs is an asset
Anticipated Learning Outcomes	<p>VP External should be able to develop their communication skills throughout their term. The incumbent will also be able to meet and develop connections with business professionals. In addition, incumbents will have opportunities to use and develop transferable skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Leadership skills • Project management • Logistical skills • Negotiation skills



VP Mentorship is responsible for the Co-op Student Mentorship Program (CSMP). VP Mentorship will work closely with Co-Directors and Events team in ideating activities, sourcing materials and other logistical items as required for the program.

Time Commitment	5-9 hours per week, up to 12-15 hours during peak times
Term of Employment	October 2022 - April 2023
Main Responsibilities	<ul style="list-style-type: none"> • Design and deliver training for mentors through interactive workshops, presentations, etc. • Provide support and motivate mentors to stay engaged for the duration of their roles to build an inclusive and successful CSMP group. • Ideate, plan, and recommend events for CSMP. • Conduct regular check-ins with CSMP mentors to regulate and improve the mentorship experience. • Communicate important updates from the Events team and COSAS as a whole to CSMP mentors. • Proper supervision in all aspects of the CSMP operations ensures mentees and mentors get a quality experience.
Qualifications	<ul style="list-style-type: none"> • Participated in the CSMP in the past academic year • High level of initiative • Experience in facilitating community building and discussion is an asset • Experience in project management is an asset • Excellent verbal and written communication skills • Experience with event planning and ideation • Excellent organizational and time management skills with the ability to multitask
Anticipated Learning Outcomes	<p>VP Mentorship should be able to develop their communication skills throughout their term. The incumbent will also be able to meet and develop connections with business professionals. In addition, incumbents will have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Event planning and execution • Leadership Skills

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Submit the following information in one pdf file with the naming convention **Position_LASTNAME_Firstname.pdf** to **catherine.hermawan@cus.ca & iervinny.tanto@cus.ca** by **Sunday, October 9, 2022 at 11:59 PM PST** :

- A one-page resume outlining your most relevant experiences
- A cover letter describing:
 - Why do you want to be involved in Co-op Student Association?
 - Why do you think you would be an excellent candidate for the position?
 - What is your value added to the organization? (vision, ideas, experience, skills, etc)
 - What is one aspect of the Co-op Student Association that you feel has the most potential for improvement?
- **[Optional]** Any supplemental materials you would like the Hiring Committee to review.
- Please note that only students enrolled in the UBC Sauder Co-op Program can apply to these roles.

Please contact **Catherine Hermawan** or **Iervinny Tanto**, Co-op Student Association Co-Directors at **cosas.sauder@gmail.com** if you have any additional questions or concerns.



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