



Commerce Undergraduate Society

2022 HIRING PACKAGE



Commerce Undergraduate Society

POSITION OPENINGS

Student Engagement

Events Coordinator (1)

Marketing

Social Media Manager (1)

Internal

First Year Committee Chair (1)

Finance

Finance Analyst (1)

IT Commission

IT Associate (2)

Student Engagement Events Coordinator

Job Description



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Title of Position	Student Engagement Events Coordinator (1)
Portfolio	Student Engagement Portfolio
Summary	<p>The Student Engagement Events Coordinator is responsible for assisting the VP Student Engagement in various student-facing events and initiatives to foster strong community involvement within the undergraduate student body. The SE Events Coordinator will work with the VP and AVPs, as well as in their own capacity to further student engagement within the CUS.</p>
Time Commitment	5 hours per week (Up to 8 hours during peak times)
Term of Employment	September 2022 – March 2023 (Transition begins early March 2023)
Main Responsibilities	<ul style="list-style-type: none">● Organize and execute various CUS Events. This may include but not limited to: hiring info sessions, holiday events, or engagement related initiatives.● Understand the preferences of and challenges faced by the Sauder community.● Brainstorm, pitch, and plan ideas to keep student-facing events creative, refreshing, and inclusive.● Promote CUS initiatives, particularly SE portfolio initiatives, to the wider student body.
Qualifications	<ul style="list-style-type: none">● Proactive attitude with a genuine interest in delivering value to the student body● Ability to work well independently and in a team setting● Ability to manage multiple timelines to consistently meet deliverables● Strong organizational ability and adaptability● Strong sense of community, empathy, and care for inclusivity● Professional verbal, written, and interpersonal communication skills● Demonstration of critical thinking and problem solving skills● Experience in event planning and ideation is an asset● Analytical ability to understand student wants and pursue engagement initiatives to meet those expectations to help students and to foster growth in the CUS● Genuine passion and care for engagement amongst the student body
Anticipated Learning Outcomes	<p>The SE Events Coordinator should be able to develop their analytical and research skills throughout their term. In this role, incumbents 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">● Negotiation Skills● Analytical and Problem Solving Skills● Event Planning and Execution

Student Engagement Events Coordinator

Job Description



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	<ul style="list-style-type: none">● Community Building● Event Planning● Strengthen Interpersonal Skills
Application Process	<p>Submit the following information to Victoria Sin, VP Student Engagement at victoria.sin@cus.ca:</p> <ul style="list-style-type: none">● A one-page resume outlining your most relevant experiences● A cover letter describing:<ul style="list-style-type: none">○ Why do you want to be involved in the CUS?○ Why do you think you would be an excellent candidate for the position? <p>Please contact the hiring@cus.ca if you have any additional questions or concerns.</p>

Social Media Manager

Job Description



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Title of Position	Social Media Manager (1)
Portfolio	Marketing Portfolio
Summary	Social Media Manager is essentially responsible for managing CUS social media accounts, providing graphic support, and assisting the VP Marketing and Digital Marketing Strategist with the implementation of rebranding and marketing strategies.
Time Commitment	8-12 hours/week
Term of Employment	September 2022 - April 2023
Main Responsibilities	<ul style="list-style-type: none">• Managing CUS Facebook, LinkedIn, and assisting Digital Marketing Strategist with running Instagram and TikTok account• Boosting Instagram engagement via interacting with students through Instagram stories and posts• Providing graphic support through graphic creation and overseeing marketing commission's work• Supporting VP Marketing and Digital Marketing Strategist with rebranding initiatives and marketing strategy• Assisting with the implementation of promotional items for external CUS directors and stakeholders outside of the Marketing Portfolio
Qualifications	<ul style="list-style-type: none">• Experienced with managing and growing social media campaigns• Strong communication, writing, and editing abilities• Ability to manage multiple projects in a timely manner• Ability to adapt and learn quickly• Passionate with sharing and promoting CUS opportunities• Experienced with using Facebook and LinkedIn platforms• Graphic Design experience (Canva, Photoshop, Illustrator, etc) is an asset• Willingness to collaborate and share ideas
Anticipated Learning Outcomes	<p>Social Media Manager role will be able to develop and improve time management skills by working with deadlines throughout their term. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none">• Short and long-term marketing strategy, development, and implementation• Digital marketing strategies and social media growth strategies• Maintaining a brand's image via graphics and communication• Understanding digital public creations• Working in fast-paced environments under time constraints• Collaboration and providing constructive feedback

Application Process

Submit the following information to katrina.artes@cus.ca no later than **September 30, 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 the CUS?
- Why do you think you would be an excellent candidate for the position?
- If given this opportunity, what idea/contribution would you like to make to the CUS Marketing Commission?

A **consolidated PDF file** showcasing your past graphic design work. For sharing videos, you are welcome to include video link(s) in your PDF file.

Please contact VP Marketing at katrina.artes@cus.ca if you have any additional questions or concerns.

First Year Committee Chair

Job Description



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Title of Position	First Year Committee Chair
Portfolio	Internal Portfolio
Service	First Year Committee (FYC)
Summary	The CUS First Year Committee Chair is responsible for organizing events specifically targeting first year students in UBC Sauder. The Chair will have the opportunity to hire and lead the CUS First Year Committee, which aims to establish a welcoming and inclusive atmosphere for all first year students.
Time Commitment	Approx. 7-10 hours/week
Term of Employment	September 2022 - April 2023
Main Responsibilities	<ul style="list-style-type: none">• Hire and manage the CUS First Year Committee• Create events that provide an inviting, comfortable space in which students can relax, be active, and have fun• Facilitate weekly or bi-weekly Committee meetings• Participate in bi-weekly syncs with the CUS VP and AVP of Internal Affairs• Collaborate with the Undergraduate Office (UGO) and other stakeholders to engage first years and encourage student involvement in the UBC Sauder School of Business
Qualifications	<ul style="list-style-type: none">• First year student at the UBC Sauder School of Business• Passionate about organizing events to build community• Ability to lead a team of your peers• Ability to effectively connect and work with external organizations• Ability to effectively manage time and other commitments• Event planning experience an asset
Anticipated Learning Outcomes	<p>The First Year Committee Chair will develop their leadership skills through hands-on experience and mentorship opportunities. The incumbent will also have a chance to develop skills in the following areas:</p> <ul style="list-style-type: none">• Event planning and execution skills• Increased adaptability and problem solving skills• Enhanced ability to work in a professional environment
Application Process	<p>Submit one single PDF to eunbin.moon@cus.ca no later than September 30th at 11:59 PM PST with the following information:</p> <ul style="list-style-type: none">• A one-page resume outlining your most relevant experiences• A one-page cover letter describing:<ul style="list-style-type: none">o Why do you want to be involved in the CUS?o Why do you think you would be an excellent candidate for the position?o What ideas do you have for the First Year Committee 2022-23?

First Year Committee Chair

Job Description



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- Any supplemental materials you would like the Hiring Committee to review along with your application

Please save the single PDF document using the naming convention:
FYC_Chair_Lastname_Firstname.pdf.

If you have any questions regarding the role, please contact **Eun Bin Moon**,
Vice-President of Internal Affairs, at eunbin.moon@cus.ca.

Financial Analyst

Job Description



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Title of Position	Financial Analyst
Portfolio	Finance
Summary	<p>This position is a perfect opportunity for students looking to gain relevant experience with budgeting and financial management. This experience would be particularly beneficial for students who are looking to go through CPA recruitment in the following year and provides the student with great insight into the financial side of the CUS.</p> <p>Financial Analysts are in a position of leadership as they teach and guide services through the budgeting process. They ensure that the planned expenses are reasonable and represent added value to the student experience. Analysts also ensure that reimbursement procedures are followed, that services stay within their budgets, and that revenues and expenses are tracked accurately. Financial Analysts are the first points of contact between the services and the CUS on all budget and financial issues. They provide prompt, effective consulting services on the usage of the CUS and AMS financial systems</p>
Time Commitment	Between 5 and 10 hours per week
Term of Employment	October 2022 – March 2023
Main Responsibilities	<ul style="list-style-type: none">● Guide the CUS services through the budgeting process during the summer and analyze proposed budgets● Train the CUS services in and ensure compliance with reimbursement, invoice, and contract processes● Accurately track expenses and revenues● Act as an intermediary between the CUS and services on financial matters
Qualifications	<ul style="list-style-type: none">● An interest in financial analytics and budgeting● Ability to patiently work through problems and tasks● Excellent written and oral communication skills● The initiative to proactively foresee, address, and solve problems● Excellent attention to detail and ability to enforce the adherence to standards and procedures● Strong work ethic to work independently and meet deadlines without supervision

Anticipated Learning Outcomes

Analysts will gain hands-on experience in budgeting and financial planning. Financial analysts will also have opportunities to use and develop skills in the following areas:

- Analytical and critical thinking
- Problem-solving
- Communication
- Attention to detail

Application Process

Submit the following information to nikita.dao@cus.ca no later than **Friday, September 30, 2022, at 11:59 PM PT**:

A cover letter addressing the following:

- Why do you want to be involved in the CUS?
- What unique value can you add to the CUS (e.g. vision, ideas, changes, etc.)?
- Why do you think you would be an excellent candidate for the position?
- What is one aspect of the CUS financial reimbursement system that you feel has the most potential for improvement?
- A one-page resume outlining your most relevant experiences
- Any supplemental materials you would like the Hiring Committee to review along with your application.

Save as one document using the naming convention:

Position_LASTNAME_Firstname.pdf

Please contact VP Finance at nikita.dao@cus.ca if you have any additional questions or concerns.



Title of Position	IT Associate
Portfolio	IT Commission
Summary	Responsible for assisting the Information Technology Director in security, enhancements, hosting, content creation, and overall integrity of the Commerce Undergraduate Society's 23 websites, emails, and IT architecture. The IT Associate will be working mainly with any of the following: GSuite management, CUS locker allocations, and Wordpress tasks.
Time Commitment	Approximately 7 hours a week, up to 15 during any outage impacting services
Term of Employment	September 2022 - May 2023
Main Responsibilities	<ul style="list-style-type: none"> Responsible for setting up, troubleshooting of, management, and enablement of email forwarders for CUS and CUS affiliates using GSuite Work directly with the IT Director in executing IT task ticket requests from others in the CUS looking for IT assistance Responsible for maintenance of CUS Wordpress and Wordpress plugin updates CUS Locker assignation management at start of each academic term Work as a team, CUS IT, in enhancing, developing, and implementing technological advances within the CUS
Qualifications	<ul style="list-style-type: none"> Knowledge of object-oriented programming (Java, Python, etc) Basic web development skills (Typescript, JavaScript, HTML, CSS, etc) Willingness to learn and develop as a team Knowledge of GSuite is an asset Cybersecurity and/or Wordpress experience is an asset Be task-oriented, reliable, and a strong self-starter Ideal position for those majoring in: BUCS, BTM
Anticipated Learning Outcomes	<p>The IT Associate will be able to further develop their IT skills by utilizing them on an ongoing basis throughout the year. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> Networking and Communication Increased knowledge of object-oriented programming skills Cybersecurity and server management Hands-on experience of how IT plays a key role in an organization
Application Process	<p>Submit the following information to preston.lai@cus.ca no later than September 30 at 11:59 PM PST:</p> <ul style="list-style-type: none"> A one-page resume outlining your most relevant experiences

- A cover letter describing:
 - Why do you want to be involved in the CUS?
 - What is your value added to the organization? (vision, ideas, etc.)
 - Why do you think you would be an excellent candidate for the position?
- Any supplemental materials you would like the Hiring Committee to review along with your application.

Compile all documents into one PDF and save the document using the naming convention, **Position_LASTNAME_Firstname.pdf**

Must be in **one consolidated .pdf file**.

Please contact preston.lai@cus.ca if you have any additional questions or concerns.



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**Application Deadline: September 30, 2022
at 11:59 PM PST**

[See specific job descriptions for application submission details.](#)