



HIRING PACKAGE

2022- 2023

CREATIVE DIRECTOR (1)

Employment Term: November 2022-March 2023

Time Commitment: 4-6 Hours Per Week [> 8 Hours During Peak Periods]

The Creative Director is responsible for the design and creation of all promotional material including posters, photos, and videos. This team member plays a pivotal role in developing and conveying SISA's brand image.

Main Responsibilities:

- Designing and creating posters, photos, (e.g. cover photos or online posters), and promotional videos, amongst other promotional material
- Collaborating with the VP Marketing to create promotional material
- Planning decor for events
- Attendance at all executive meetings and SISA events

Qualifications:

- Excellent written communication skills
- Proficiency in Photoshop, InDesign, or other photo manipulation software
- Prior experience with typographical design is an asset
- Knowledge of video-editing software and film production is an asset
- Effective time management skills
- Ability to work independently and in a team

Anticipated Learning Outcomes:

- Ability to create and launch marketing campaigns
- Exercise creative and innovative thinking
- Teamwork and interpersonal skills in a diverse organization

Application Process:

Submit the following information in a pdf file with the naming convention [POSITION]_Lastname_Firstname.pdf to gulnar.joson@cus.ca and belinda.suhardy@cus.ca by October 30th, **10:00 PM**:

- A one-page resume outlining your most relevant experiences
- A portfolio with your most recent designs
- A cover letter addressing the following:
 - o Why SISA?
 - o What makes you an excellent candidate for the position?
 - o What value can you add to SISA? (e.g. past experiences and attributes)

Please contact Gulnar Joson (gulnar.joson@cus.ca) or Belinda Suhardy (belinda.suhardy@cus.ca) if you have any additional questions or concerns.

VP EVENTS (1)

Employment Term: November 2022-March 2023

Time Commitment: 5-6 Hours Per Week [> 8 Hours During Peak Periods]

VP Events are responsible for the planning, execution, and evaluation of all of SISA's upcoming events. The VP Events must possess strong skills in communication, critical thinking, and event planning to ensure events run smoothly and student engagement is optimized.

Main Responsibilities:

- Brainstorming new event ideas with VP Events partner and Co-Chairs
- Planning event details with VP Events partner that will ensure optimal student engagement
- Creating task sheets and delegating tasks to team members
- Collaborating with other members to ensure that the event will reach a wide target audience and the team is on the same page
- Leading the execution of events, setting up for events, and cleaning up
- the location
- Analyzing the feedback received from each event and taking them into consideration when planning future events
- Attendance at all executive meetings and SISA events

Qualifications:

- Event-planning
- Communication
- Leadership
- Time management
- Detail-oriented
- Creativity
- Flexibility and adaptability to the dynamic environment
- The ability to think critically and problem solve under high pressure.

Anticipated Learning Outcomes:

VP Events should be able to develop their communication skills throughout their term. As VP Events, 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:

- Teamwork and collaborative abilities.
- Communication and public speaking skills.
- Ability to work under pressure and problem solve.
- Combining and executing creative ideas.

Application Process:

Submit the following information in a pdf file with the naming convention [POSITION]_Lastname_Firstname.pdf to gulnar.joson@cus.ca and belinda.suhardy@cus.ca by October 30th, **10:00 PM**:

- A one-page resume outlining your most relevant experiences.
- A cover letter addressing the following:
 - o Why SISA?
 - o What makes you an excellent candidate for the position?
 - o What value can you add to SISA? (e.g. past experiences and attributes)

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JUNIOR REPRESENTATIVE (1)

Employment Term: November 2022-March 2023

Time Commitment: 3-4 Hours Per Week [> 5 Hours During Peak Periods]

Junior Representative is responsible for promoting SISA events to the Class of 2025 and 2026, while gaining experience in various portfolios.

Main Responsibilities:

- Increasing Student Engagement by promoting SISA Events
- Creating awareness for SISA brand and events among first- years and second-years while assisting different portfolios, as needed
- Boothing for events including set up of booths and interacting with students
- Brainstorming, planning, and executing SISA events
- Assisting the team with tasks including but not limited to marketing, sponsorships, room bookings, logistics and scheduling meetings
- Attendance at all executive meetings and SISA events

Qualifications:

- First or second year Sauder student
- Strong communication and organization skills
- Effective time management skills
- Curious, passionate, and enthusiastic
- Effective time management skills
- Responds in a timely manner
- Most importantly, bring a positive attitude!

Anticipated Learning Outcomes:

Junior Representative should be able to develop their communication skills throughout their term. As Junior Representative, 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:

- Communication skills
- Event planning skills
- Time management skills
- Organizational skills
- Innovative thinking
- Teamworking skills

Application Process:

Submit the following information in a pdf file with the naming convention [POSITION]_Lastname_Firstname.pdf to gulnar.joson@cus.ca and belinda.suhardy@cus.ca by October 30th, **10:00 PM**:

- A one-page resume outlining your most relevant experiences.
- A cover letter addressing the following:
 - o Why SISA?
 - o What makes you an excellent candidate for the position?
 - o What value can you add to SISA? (e.g. past experiences and attributes)

Please contact Gulnar Joson (gulnar.joson@cus.ca) or Belinda Suhardy (belinda.suhardy@cus.ca) if you have any additional questions or concerns.