



Three Course Connection Dinner

POSITION DESCRIPTION

Position Title: Student Coordinators (7 positions)

Deadline for Applications: August 25, 2010 at 12pm

Three Course Connection (3CC) Dinner Background:

The purpose of the 3CC Dinner is to inspire and educate students about the diverse career options available after graduation and increase their awareness of interdisciplinary and cross-faculty opportunities. The audience will be undergraduate students in their 3rd or 4th year from the faculty of Arts and Science, and the Sauder School of Business. At the last event, in March 2009, over 100 students attended and seized the opportunity to meet 40 Alumni who have used their degree to pursue a wide range of successful and rewarding careers.

Position Summary: As a part of the Planning Committee, the 3CC Student Coordinator will work with the Chairperson in all aspects of planning the event. In general, the responsibilities of the Student Coordinator will be to utilize their strong leadership skills to assist in shaping the program and vision of the 2011 3CC Dinner, as well as to plan and coordinate a successful event.

Time Commitment: 3-5 hours/week September – December; 5-10 hours/week January - February, and more hours closer to the day of the event in early – mid March

Description of Duties:

- Assist the planning committee and contribute to developing the program and planning the event
- Develop a master timeline with the planning committee, as well as key aspects of each phase
- Manage and implement the various tasks required at each phase of the plan. Including; Alumni Recruitment, Communications, Marketing, and Volunteers/Logistics
- Attend regular meetings with planning committee and complete assigned action items
- Work with various units in the Faculty of Arts and Science and the Sauder School of Business which help support this event
- Student Coordinators will work within the following areas –
 - Alumni Recruitment (2 positions)
 - Marketing, Communications and Promotions (2 positions)
 - Venue and Logistics
 - Sponsorship and Gifts
 - Networking pre-event and day-of entertainment

Supervision Received: The Student Coordinator position will be led by a chairperson and supported by an advisory group composed of UBC staff members from – Faculty of Arts, Faculty of Science, Sauder School of Business, and UBC Alumni Affairs

Qualifications:

- Possess strong leadership qualities
- Previous experience with working on a committee or team project
- Strong interpersonal, organizational, and project management skills
- Ability to motivate and inspire others and lead by example
- Demonstrated flexibility and problem solving skills
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Task-oriented and reliable
- Ability to recognize problems quickly and apply sound solutions in a timely manner

- Previous experience with all Microsoft Office applications
- Knowledge of UBC's services and resources for students
- Past experience or involvement in campus-related leadership initiatives an asset

Anticipated Learning Outcomes: The Student Coordinator should expect to gain experience in an influential leadership and project management role as well as learn specific administrative aspects of working with many students, faculty, staff and members of the alumni community. Moreover, the Student Coordinator should also expect opportunities to use and develop skills in the following (but not limited to) areas:

- Event planning and management
- Committee organization
- Goal setting and event evaluation
- Building a personal network within the alumni community

The position of the 3CC Dinner Student Coordinator should reflect the goals of UBC Alumni Affairs as well as the Student Coordinator's desired learning outcomes as they relate to his/her strengths and areas of improvement.

To Apply: Please submit a cover letter, resume and contact information for two references by August 25, 2010 at 12pm

Candidates are encouraged to submit their application via email to Darran Fernandez by email, darran.fernandez@ubc.ca

Questions and further enquiries may be addressed to:

Darran Fernandez
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