

Executive Application



Last Name: _____ First Name: _____

Student #: _____ Year: _____

First Choice Position: _____

Second Choice Position: _____

Executive Positions for 2010/2011 are **available for all UBC students** and include:

- Director of Marketing
- Creative Director(s)
- Coordinator: Investment Banking Conference
- Coordinator: Investment Banking Competition

Please see position descriptions below for more information. These positions are for the next academic year, 2010-2011.

All applications are **due on Tuesday August 24th, 2010 at 11:59PM**. Applications should include the following forms:

- Application Form
- Cover Letter (300 words max)
- Resume (1 Page)

Please address applications to Andrew Li, Co-President of the UBC Finance Club, and e-mail completed applications to the following UBC Finance Club Executives :

- Andrew Li, Co-President (andrewli14 AT gmail DOT com)
- Elaine Choi, Co-President (choikelaine AT gmail DOT com)

Selected applicants will be notified of their interview time by the evening of Wednesday August 25th; the dress code is business formal. One representative will be chosen for each position unless otherwise noted. It is required that you can fully commit to the position(s) you are applying for. **Please expect to commit an average of 15 hours per week.**

I, _____, hereby acknowledge that I have read and understood the information presented above. I accept that the executive positions will be chosen at the sole discretion of the UBC Finance Club executives, and that all decisions are final. I also understand that failure to fulfill the duties as listed could lead to the termination of my position.

Date: _____ Signature: _____

UBC Finance Club
302E-2053 Main Mall
Vancouver, BC
Canada V6T 1Z2
www.ubcfinanceclub.com



Director of Marketing (Supplementary Material: Please submit 3 work samples with your application[300 words max with visuals])

- Create a marketing strategy for the UBC Finance Club
- Work to optimize the mediums and conduits of marketing media
- Compose event specific marketing media by a minimum of three weeks prior to event with regard to cohesion and continuity of brand image
- Management of the UBC Finance Club Brand and insurance of its congruency with club member sentiment
- Creation and refinement of all marketing materials related to the UBC Finance Club provided to the Executive Council at least four weeks prior to the event
- Disseminate event specific marketing media a minimum of two weeks prior to event
- Development of a comprehensive marketing portfolio for transitional purposes
- Graphic design experience is an asset
- Photoshop or other design software experience is necessary
- Attendance at all UBC Finance Club executive meetings and events

Creative Director(s)

- Work with Director of Marketing to prepare marketing materials for all UBC Finance Club initiatives
- Work with Director of Marketing to develop new strategies and mediums to promote the UBC Finance Club
- Graphic design experience recommended
- Photoshop or other design software experience is necessary
- Web design experience an asset
- Attendance at all UBC Finance Club executive meetings and events

Coordinator: Investment Banking Conference

- Developing and executing a marketing strategy to attract top conference delegates from all across North America which may include liaising with schools, clubs, and potential delegates beforehand
- Liaising with potential and certain delegates through direct communication and bi-weekly emails
- Coordination of accommodation for national and international delegates
- Composition of prospectus' for workshops
- Securing assets for the conference in order to provide the best possible experience to all attendees
- Manage the logistics of the event via thorough planning and vigorous venue orientations with volunteers
- Maintenance of the Investment Banking Conference aspect of the IBC website
- Attendance at all UBC Finance Club executive meetings and events

Coordinator: Investment Banking Competition

- Advertise, promote and present the IB Competition to students alongside the Director of Marketing
- Work alongside the Coordinator: Investment Banking Conference to ensure the smooth operation of the day-long Conference and Competition
- Liaise with our corporate sponsor providing the case for the preliminary, heat, and final rounds ensuring maximum confidentiality
- Ensure the growth of the Investment Banking Competition through encouragement of the participation of a variety of universities
- Manage the logistics of the event via thorough planning and vigorous venue orientations with volunteers
- Maintenance of the Investment Banking Competition content on the IBC Website
- Attendance at all UBC Finance Club executive meetings and events