

Position Description

BRANCH: EXECUTIVE

POSITION TITLE: CHIEF HUMAN RESOURCES OFFICER
(CXO)

TERM: MAY 2014- MAY 2015

DEFINITION

To develop and execute Enactus Sheridan's recruitment and member retention strategy relative to the mission and objectives of the team and to build relationships with the organization's stakeholders with the goal of recruiting, retaining and enhancing members involvement within Enactus Sheridan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as an advocate and ambassador for Enactus Sheridan within the community and on campus
- Attend general, leadership, and Business Advisory Board (when applicable) meetings and provide input and support where required
- Maintain an updated list of all members, both active and inactive
- Responsible for Enactus Sheridan's recruitment materials and methods including (but not limited to) recruitment campaigns, member involvement spotlights, member retention meetings, orientation sessions, weekly power-points for general meetings
- Responsible for the creation of all recruitment materials including but not limited to: handouts, job descriptions, application forms.
- Seek out and maintain media relationships with faculties and other student groups at Sheridan College
- Create a recruitment strategy and monitor proper/consistent use of member assets on behalf of Enactus Sheridan to ensure lasting relationships with all parties
- Work with CMO to produce stunt advertising for recruiting purposes
- Work with the President and Vice President in creating recruitment materials
- Maintain an accurate Human Resources budget and review monthly with the CFO
- Work with Sheridan College staff to ensure Enactus materials are in accordance with all materials.
- Manage and maintain an organized section on Dropbox which include: all members contact information, human resources/recruitment materials, past HR/recruitment materials, resumes, application forms and contact list of key contacts for human resources.

The duties and responsibilities outlined above are representative but not all-inclusive

RELATIONSHIPS

Reports to: President and Leadership Team

Oversees: Recruiters, Brand Ambassadors, all Campus Directors and positions *in relations to* human resources/recruitment/member retention

KEY ATTRIBUTES

- Previous involvement in Enactus and affinity with the core mission and purpose
- Desire to make a positive impact on other students and demographics in need
- Flexibility and willingness to dedicate time to Enactus Sheridan
- Ability to act as a role model and leader to other students
- Innovative thinker and willing to take initiative
- Strong written, oral, interpersonal, persuasion and speaking skills
- Familiarity with various recruitment techniques
- Experience in human resources, communications, employee retention, employee recognition, orientation sessions is an asset.

BENEFITS AND OPPORTUNITIES

- Networking opportunities with academic, student, and community leaders
- Create meaningful relationships with Sheridan College professors and students as well as additional stakeholders
- Skill development through experience as well as Enactus Sheridan, Enactus Canada, and Enactus International workshops
- Access to Enactus Canada strategic resources and program managers
- Access to the Enactus Canada Talent Community and job postings; possibility to be recruited by some of the top businesses in Canada such as Target, Walmart, Dell, Hershey and more!
- Engagement in the Enactus, Sheridan College, and GTA community
- Possible opportunities for regional, national, and international travel
- Recognition on team website and at year-end banquet if applicable

COMMITMENT

Attend weekly general meetings, weekly leadership meetings, Business Advisory Board meetings (when applicable) and other meetings when needed

Attend Enactus Sheridan College community events

Hold orientation sessions when appropriate

Hold information sessions when appropriate

In class presentations at beginning of fiscal and school year for recruitment opportunities

Minimum of 5 hours involvement outside of meetings per week