



BBASC Student Representative Job Description 2015–2016

COMMITTEE DUTIES

- Active member of the Student Advisory Committee and attend most meetings.
- Meet regularly with the VP Internal to maintain focus on team initiatives.
- Liaise with BBA students and your representative group (1st year, 2nd year, 3rd year, 4th year, Degree Completion and International students) by:
 - Bring comments/concerns/ideas to the Student Advisory Committee on their behalf.
 - Ensure flow of information regarding all campus issues and Committee decisions are communicated back to the BBA student body.
 - Be active on the BBA Virtual Community
- Organize and lead various outreach events for BBA students that support program initiatives.
- Liaise with PSOB faculty, student services, SSUI, and other clubs and initiatives on campus.

LEADERSHIP

- Act as a BBA representative at various speaking engagements and focus groups, when required.
- Serve as an advocate for your representative BBA group/stream on campus.
- Attend BBASC, Sheridan College, and community events to increase brand recognition and opportunities.
- Continuously encourage other BBA students to become active members of the BBA and Sheridan communities.

The duties and responsibilities outlined above are representative but not all-inclusive, responsibilities are not meant to be the sole task of each Representative, rather an item they should ensure is being accomplished under the direction of the VP Internal.

KEY ATTRIBUTES

- Interested in developing relationships and a positive experience for current BBA students.
- Desire to develop your 7 Undergraduate Competencies.
- Flexibility and willingness to dedicate time to establish relationships with BBA students.
- Innovative thinker and willing to take initiative.
- Strong interpersonal, networking and communication skills.
- Is a Bachelor of Business Administration student in good academic standing at Sheridan College (2.4 GPA).

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BENEFITS & OPPORTUNITIES

- Developing the seven undergraduate competencies key to the BBA program.
- Creating and reflecting on artifacts that can be added to your Creative Learning Portfolio.
- Networking opportunities with Sheridan College professors and students as well as community leaders.
- Skill development through experience as well as leaderships workshops offered through the Pilon School of Business and/or Sheridan College.
- Recognition on your Co-Curricular Record.

COMMITMENT

- Attend scheduled meetings:
 - BBA Advisory Committee
 - Other (as needed)
- Attend all Student Advisory Committee meetings and town---hall meetings (mandatory).
- Connect with the VP-Internal on a regular basis.
- Help with preparation for and attend all BBASC events and initiatives.
- Participate in class visits at the beginning of each semester to ensure recruitment opportunities.
- Take on new responsibilities when needed.
- Approximately 10 hours per month.

ADDITIONAL INFORMATION

The BBASC exists to provide Sheridan BBA students with opportunities to develop their skills, build their undergraduate competencies, provide feedback about the program, build their professional network and foster a sense of community.

If you require any additional information regarding the BBA Student Council, any of the positions on the Student Advisory Committee, or are interested in being elected for a Student Representative Position, please contact Ben LeBlanc, VP Internal of the BBASC at leblanbe@sheridancollege.ca.