

Sheridan | Pilon School of Business

JOB DESCRIPTION

Branch:	Executive	Reports to:	President, Business Advisory Board, Faculty Advisor
Position:	VP – Internal	Oversees:	Student Advisory Committee and all General Member (Town Hall)Meetings
Organization:	BBA Student Council	Term:	February - April 2016

BBA STUDENT COUNCIL MISSION

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.

ESSENTIAL DUTIES AND KEY RESPONSIBILITIES

Committee Duties

- Recruit, manage, and delegate responsibilities to committee members as needed.
- Provide guidance and leadership to the Student Advisory Committee
- Liaise with elected student representatives and chair the Student Advisory Committee
- Lead and create agendas for monthly general meetings with the Student Advisory Committee
- Provide strategic long-term campus direction and leadership to the President team in relation to guidelines set by BBASC, President, and Business Advisory Board
- Ensure all meeting minutes are recorded and archived on the BBA Virtual Community

Executive Responsibilities

- Meet monthly with the assigned Faculty Advisor to maintain focus on team initiatives.
- Create monthly (or weekly) updates that will be posted in the Virtual Community for all Student Advisory Committee members on brief needs and opportunities coming up for members who are unable to attend general meetings.
- Organizes and leads elections for student representatives at the beginning of each year
- Organizes BBA General Member (Town Hall) meetings for the larger student body
- Keep accurate documentation for Sheridan's Co-Curricular Record
- Liaise with PSOB administration, student services, and other clubs and initiatives on campus
- Create campus level strategies with other members of BBASC Executive.

Leadership

- Serve as an advocate and ambassador for the BBA students' internal affairs on campus.
- Attend BBASC, Sheridan College, and community events to increase brand recognition and opportunities
- Engage with internal and external stakeholders as needed to promote the BBASC as a reputable and professional organization
- Continuously encourage other BBA students to become active members of the Corporate Relations and External Affairs Committee, or other opportunities within the BBASC.

Operational Planning and Management

- Manage and coordinate logistics for student representative elections at the start of each year
- Manage and coordinate logistics to recruit students for the Student Advisory Committee at the beginning of each semester, book rooms and send out monthly meeting minutes
- Manage, maintain and ensure all communication is happening through the BBA Virtual Community. Including:
 - Student Advisory Committee opportunities and Town-hall meetings
 - Having new Members added at the start of year, and throughout each semester
 - Ensuring information and messages to the elected representative and Student Advisory Committee are kept consistent and up-to-date
- Compile an end of the year report listing feedback, suggestions and lessons learned from the Student Advisory Committee and elected student representatives

The duties and responsibilities outlined above are representative but not all-inclusive, responsibilities are not meant to be the sole task of the VP – Internal, rather an item they should ensure is being accomplished under their direction, by either themselves or members they recruit.

KEY ATTRIBUTES

- Interested in developing relationships and a positive experience for the incoming BBA students.
- Desire to develop your 7 Undergraduate Competencies.
- Flexibility and willingness to dedicate time to establish relationships with local businesses and community leaders
- Innovative thinker and willing to take initiative
- Strong leadership skills and ability to effectively manage a team, delegate and empower
- Experience with building corporate and external relations and, or desire to build these skills
- Strong interpersonal, networking and communication skills
- Is a Bachelor of Business Administration student in good academic standing at Sheridan College (2.4 GPA)

BENEFITS & OPPORTUNITIES

- Developing the seven undergraduate competencies key to the BBA program
- Creating and reflecting on artefacts 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:
 - Executive (monthly)
 - Corporate Relations and External Affairs Committee (monthly, or as needed)
 - BBASC Advisory Board (once per semester)
 - Other (as needed)
- Attend all Student Advisory Committee meetings and town-hall meetings(mandatory)
- Connect with your Faculty Advisor on a regular basis
- Help with preparation for and attend all BBASC events and initiatives
- In class visits at beginning of each semester to ensure recruitment opportunities
- Take on new responsibilities when needed
- Approximately 5-10 hours per week

HOW TO APPLY

Submit your resume and cover letter answering the following:

- Why are you the best candidate for the role?
- Which Undergraduate Competencies do you wish to develop through this opportunity?

Your cover letter should be addressed to:

Hiring Committee
Pilon School of Business
Sheridan College
4180 Duke of York Blvd
Mississauga, ON L5B 0G5

Please send your resume and cover letter in one document to krystalgies@gmail.ca and have the position you are applying for outlined in the subject line of the email.