

Sheridan | Pilon School of Business

Position: Orientation Committee Chair -

Location: HMC Mississauga

Volunteer Term: May 2018-May 2019

Time Commitment: 5-10 hours/week

Organization: BBA Student Council

Organization Profile

The BBA Student Council was created to enhance life in the BBA program by delivering meaningful events, being a liaison between students and faculty, and always focusing on strategies and methods in which to add value, ease stress, create a strong community, and help each student be successful.

Job Profile

Primary responsibility is to assist in the planning, coordination and implementation of Orientation Day each term.

Major Duties and Responsibilities

- Recruitment, selection and leadership of orientation committee who will assist in the planning, coordination and implementation of Orientation Day.
- Acts as the orientation leader on Orientation Day.
- Hold regular planning meetings with the Orientation Committee.
- Ensure all meeting minutes are recorded and archived on the BBA Virtual Community.
- Lead and create agendas for monthly general meetings with the Orientation Committee.
- Review team financials and budgets in conjunction with Internal Chair and Events Chair.
- Prepare and conduct orientation training for committee members.
- Work closely with the Events Chair, Internal Chair, Sheridan's Orientation Team, and BBASC Advisory team to coordinate Orientation logistics.
- Consult with other stakeholders including the Sheridan Student Unions, Administration and Faculty.
- Establish a process to collect feedback from incoming students on Orientation Day.
- Manage, maintain and ensure all communication is current and available on the BBA Virtual Community, including updated First Year Experience opportunities.
- Continuously encourage other BBA students to become active members of the Orientation Committee, or other opportunities within the BBASC.
- Attend BBASC, Sheridan College, and community events to increase brand recognition and opportunities.
- Connect with Advisor on an ongoing basis.
- Keep accurate documentation for Sheridan's Co-Curricular Record.
- Compile an end of year report including feedback, suggestions and lessons learned from the Orientation Committee.
- Pass on to successor all relevant records of office at the end of term.

Job Qualifications

- Interested in developing relationships and a positive experience for the BBA students.
- Desire to develop your 7 Undergraduate Competencies.
- Innovative thinker and willing to take initiative.
- Strong leadership skills and ability to effectively manage a team, delegate and empower.
- Strong interpersonal, networking and communication skills.
- Effective organization and project coordination skills.
- Is a Bachelor of Business Administration student in good academic standing at Sheridan College (2.4 GPA).

Benefits & Opportunities

- Development of 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 students, professors, student union and other campus club members.
- Recognition on your Co-Curricular Record.

How to Apply

Cover letter & resume should be addressed to:

BBASC 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 margaret.bawtinheimer1@sheridancollege.ca and have the position you are applying for outlined in the subject line of the email.