

Pilon School of Business Marketing Association – HMC Executive

Student's Position Title

- **Pilon School of Business Marketing Association (HMC) Executive Secretary**
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Position Description and the Student's Responsibilities

The Pilon School of Business Marketing Association at HMC is a student-run organization that provides all marketing 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. The Executive Secretary's responsibilities include:

- updating the association's record of events, keeping track of information necessary for the success of the association, organizing association files and member databases, and taking minutes/notes during meetings
 - working with the team to create events, workshops, and meeting ideas for the association to host
 - maintaining communication with other associations and faculty of the school
 - attending and actively participating in meetings, events, and workshops hosted by the association
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Start Date and End Date of the activity

- September 2019 – April 2020
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Student's Average Weekly Time Commitment: 2 hours per week
