

Position: Professional Development Director
Term: 2019-2020
Estimate Hours per Week: 5-10

The Sobey School of Business Commerce Society is a student run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.

The Professional Development Director will focus on creating and executing meaningful professional development activities to help Society members gain confidence in business-oriented skills such as networking, public speaking, building a strong LinkedIn presence, and additional activities geared towards the nurturing of these key attributes.

ROLE PROFILE: The selected candidate will work closely with the Executive Team to ensure that our members are receiving meaningful opportunities to develop professional skill sets. The candidate will be responsible for conducting and maintaining communication with Career Services, as well as the Alumni Department to organize and plan the events necessary to help members develop these skills.

Duties will include:

- Working with the Public Relations Director to advertise and promote professional development events
- Reporting issues, questions and concerns to the President
- Assisting in executing other Commerce Society events
- Organize and take lead on professional development events
- Facilitate team-building activities at weekly general meetings
- MUST be comfortable with, and will be expected to conduct public speaking

Technical Skills:

- Google drive
- Basic features of Microsoft Office
- Social media platforms: Facebook, Twitter, Instagram, LinkedIn
- Experience with workshop-facilitation and event planning considered an asset

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, self-motivated, out-going student who values the importance of teamwork and can demonstrate excellent communication skills. Past experience of working in student groups, presenting and societies will be an asset.

Please send applications including a brief resume and a concise Cover Letter to Commercesociety.smu@gmail.com no later than **Sunday, March 24th at 5:00pm. Monday, March 25th, at our general meeting at 5:30pm (LA 276), applicants are required to do a 1-2 minute speech for our election.**

If you have any questions for the position, please email us at Commercesociety.smu@gmail.com