



Competitions Associate

Number of Openings: 2

Duration: September 2018 – April 2019

Description:

As a Competitions Associate, you will actively assist or manage Investment Society events for the UTSC student community. In this position, you will report to the VP of Competitions, presenting new event ideas and launching these events with the VP's approval. The Competitions Associate will primarily focus on the University of Toronto Finance Conference (UTFC). Throughout the event planning stages, you will be responsible for maintaining communication with guest speakers and industry professionals as well as the Investment Society team. In addition to this, the Competitions Associate will assist Curriculum Directors in building cases for UTFC. Clear communication and constant dialogue with your team is the key to success in this role. This position will require a commitment of approximately 5-10 hours per week.

Requirements:

- Superior verbal and written communication skills
- Demonstrates initiative and requires minimal direction and supervision
- Ability to collaborate effectively with team members
- Outstanding multi-tasking skills
- Able to complete assignments in a timely manner
- Possess strong conceptual and creative thinking

Role and Responsibilities:

- Event management – plan, create, execute, and evaluate events
- Create event proposals, invitations, event plans, promotional schedules
- Research to help with writing the finance cases for the case competition
- Be prepared to attend Investment Society team meetings to provide departmental updates and news.
- Be involved by attending events throughout the year. This includes participating in booth hours, making classroom announcements and attending internal team socials

Remuneration: This is a volunteer position, thus there will be no remuneration for this position.