



Operations Associate

Number of Openings: 1

Duration: September 2018 – April 2019

Description:

As an Operations 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 Operations and Operations Directors, presenting new event ideas and launching these events with the VP's approval. 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. The Operations Director must be able to leverage and allocate their resources appropriately by working with the Directors across all departments and their associates to delegate tasks and set deadlines. 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
- Set deadlines and communicate important dates to the entire Investment Society team
- 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.