



GRADUATION & ALUMNI COORDINATOR

Last revised: March, 2023

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Graduation and Alumni Coordinators plan and execute the annual Fall and Winter Commerce Graduation Dinners. In addition, the Graduation and Alumni Coordinators are responsible for maintaining a relationship between alumni and the Asper School of Business.

POSITION RESPONSIBILITIES

- Plan and execute the Fall Commerce Graduation Dinner in November.
- Plan and execute the Winter Commerce Graduation Dinner and post-dinner event in March.
- Coordinate graduation photos.
- Coordinate graduation apparel.
- Communicate all relevant information to all graduating students.
- Conduct meetings to discuss & finalize contracts, such as agreements for the venue, speakers, and other components of the event.
- Liaise with the Dean's Office, Asper Faculty, Asper students, and other groups in the planning and promotion of the graduation events.
- Plan and execute the Young Associates Mixer.
- Ensure Corporate Partners receive their benefits.
- Manage the event budget.
- Attend monthly CSA General Council Meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Dean's Office and other faculty members
- Graduating Students
- Lifetouch Photos
- Managers' of Corporate Relations
- External Contacts (CanadInns, Young Associates)

SKILLS DEVELOPED

- Event planning
- Time management
- Communication skills
- Multitasking

POSITION DETAILS

Number of positions available: 2

Reports to: Vice President Academics

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
Medium	High	High

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours a week