DATA COORDINATOR

Last revised: February, 2024

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 Data Coordinator is responsible for ensuring the proper functioning of all financial information systems, keeping accurate records in regards to budgets and operations, and working with the VPF to enhance the CSA's collection and organization of data.

POSITION RESPONSIBILITIES

- Oversee the CSA's information systems, including, but not limited to: accounting software, point of sale systems, and databases.
- Maintain accurate records for budgeting and operations purposes. This includes assisting with budgeting, populating data rooms, and amending records as required.
- Assist the Ticketing and Analytics Coordinator in keeping accurate records for all CSA events.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council

SKILLS DEVELOPED

- Information technology
- Organizational skills
- Detail-oriented
- Time management

POSITION DETAILS

Number of positions available: 1
Reports to: Vice President Finance

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week
Medium = 5-10 hours a week
Low = Less than 5 hours