



EXECUTIVE ASSISTANT

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 Executive Assistant assists with logistics and general support for the activities of the CSA Executive Council. They record meeting minutes, distribute them appropriately, and serve as the first line of support in connecting student inquiries with the appropriate contact within the CSA. The Executive Assistant is exposed to many aspects of CSA Executive business and must maintain a high standard of confidentiality.

POSITION RESPONSIBILITIES

- Record and distribute meeting minutes for weekly Executive Council meetings, monthly General Council meetings, quarterly STAG Committee Meetings, and other meetings as required.
- Coordinate and oversee the access to the Sony Study Area with the President.
- Coordinate meeting logistics such as room bookings, food ordering, and email communication to attendees.
- Assist with the planning and execution of council events including but not limited to the CSA General Council Retreat, GC Hangouts, and Holiday Party.
- Respond to student inquiries and connect them with the appropriate CSA contact.
- Maintain CSA Office inventory and assist in administrative duties.
- Provide general assistance to the President as required.
- Attend weekly Executive Council meetings and monthly CSA General Council meetings.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Student Action Groups (STAGs)
- Dean's Office
- Asper Students

SKILLS DEVELOPED

- Communication skills
- Time management
- Interpersonal skills
- Organization Skills

POSITION DETAILS

Number of positions available: 1

Reports to: President

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 a week