



EXTERNAL EVENTS COORDINATORS

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 External Events Coordinators plan and execute the annual CSA Corporate Golf Tournament, Howard Morry Leadership Conference (HMLC), and Take a Student to Eat (TASTE) program. These events and initiatives are developmental in nature, allowing students to hone their professional skills while having the opportunity to spend time networking with company representatives and senior business leaders.

POSITION RESPONSIBILITIES

- Plan and execute all aspects of the CSA Corporate Golf Tournament.
- Liaise with external contacts to plan Howard Morry Leadership Conference (HMLC).
- Coordinate with corporate representatives to execute the Take a Student to Eat (TASTE) program.
- Ensure Corporate Partners receive their benefits.
- Manage the events 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
- Managers of Corporate Relations
- Corporate Partners
- External Contacts

SKILLS DEVELOPED

- Event planning
- Creativity
- Interpersonal skills
- Business Communication Skills

POSITION DETAILS

Number of positions available: 2

Reports to: Vice President Professional Development

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	Medium	High

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours