



MANAGER OF CORPORATE OUTREACH

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 Manager of Corporate Outreach (MCO) is responsible for expanding the CSA's corporate partners portfolio by establishing new relationships within the business community.

POSITION RESPONSIBILITIES

- Create new connections for the CSA & Student Action Groups (STAGs).
- Seek out new leads through setting up constant meetings with organizations not currently partnered with the CSA.
- Report to the Vice President Corporate Relations directly to consult and strategize about sponsorships and Corporate Partners.
- Attend and fully participate in the "Events 101" pitch night to get a better understanding of CPP events
- Assist the Vice President Corporate Relations in the facilitation of "CR Training Night".
- Assist the Vice President Corporate Relations in planning and executing the Annual Corporate Partners' Appreciation Night.
- Attend all the events mentioned in the Corporate Partners Program.
- Attend Corporate Relations Portfolio meetings as advised by the Vice President Corporate Relations.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Corporate Partners
- STAG Event Planners

SKILLS DEVELOPED

- Sales and Negotiation
- Business Communication
- Relationship Building
- Organizational Skills

POSITION DETAILS

Number of positions available: 1

Reports to: Vice President Corporate Relations

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	Medium	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours