



MANAGER OF CORPORATE RELATIONS

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

Managers of Corporate Relations (MCRs) maintain and develop strong, long-term, and mutually beneficial relationships between the business community, the CSA, and Student Action Groups (STAGs) through administration of the Corporate Partners' Program.

POSITION RESPONSIBILITIES

- Assist the VPCR in meeting partnership needs of the CSA and STAGs.
- Coordinate a portfolio of existing CSA corporate partners, by communicating new initiatives and potential opportunities to build the relationship.
- Maintain a consistent line of communication with event planners to ensure mutual understanding of partner benefits and expectations from both parties.
- Assist the Vice President Corporate Relations in the facilitation of "CR Training Night".
- 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 planning and executing the Annual Corporate Partners' Appreciation Night.
- Facilitate introductions between students and partners at networking events.
- Attend all the events mentioned in the Corporate Partners Program.



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- Attend Corporate Relations Portfolio meetings as advised by the Vice President Corporate Relations.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.

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: 7

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