



STUDENT DEVELOPMENT 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 Student Development Coordinators are responsible for the development of student resources such as mock interviews, tutoring, and exam preparation sessions. In addition, they execute Tour De Commerce (TDC), a corporate crawl that showcases different industries and career paths.

POSITION RESPONSIBILITIES

- Oversee Mock Interviews program to provide Asper students an opportunity to learn interview skills.
- Work closely with Career Development Centre to promote professional development opportunities.
- Organize tutoring services to provide Asper Students academic support.
- Arrange exam preparation sessions for major core Asper courses during the fall and winter terms.
- Develop online student academic resources.
- Plan Tour De Commerce; a networking event that brings students to various company workplaces.
- Manage the event budget.
- Ensure Corporate Partners receive their benefits.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Career Development Centre
- Company Representatives

SKILLS DEVELOPED

- Event planning
- Organization skills
- Problem solving
- Business communication skills

POSITION DETAILS

Number of positions available: 2
Reports to: Vice President Academics

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	High

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours