



Director of Logistics

Last revised: March 2026

CASE COMPETITION COMMITTEE

Case competitions are a way to enrich the undergraduate experience through the development of skills beyond the classes at the I.H. Asper School of Business. Each year the Commerce Students' Association (CSA) plans and executes multiple internal case competitions and workshops throughout the year, sponsored by companies in the business community. These competitions and workshops help students learn and strengthen analytical, problem-solving and public speaking skills in a business professional environment. Participants are given the opportunity to learn from people in the business world who mentor and judge case competitions through unique networking and coaching opportunities.

POSITION OVERVIEW

The Case Competition Committee Directors of Logistics will be responsible for coordinating volunteers to assist with day-of tasks and creating connections between case competitions and the business community. They will work closely with one another, their fellow committee members and other stakeholders to ensure that all events run smoothly. This includes preventative measures leading up to the events to avoid issues as well as being attentive and available on event days to mitigate any issues that may arise.

POSITION RESPONSIBILITIES

- Coordinate day-of logistics including food, room assignments, and other tasks as they arise
- Prepare schedules and any organizational tasks prior to the competition
- Recruit and organize volunteers to assist with day-of tasks, particularly registration
- Acquire in-kind donations from corporate partners to include in our delegate bags and/or in giveaways, prizes, etc. throughout the year



Director of Logistics

Last revised: March 2026

- Manage the csacasecompetitions@gmail.com email alongside the Case Competition Co-Chairs
- Attend all committee meetings and support all committees
- Work with the co-chairs and other parties to ensure that all event details are accounted for
- Assist the Case Competition Co-Chairs as needed with any additional tasks
- Be present for all case competitions to help with duties to ensure competitions run smoothly
- Attend all committee meetings and support all committee members
- Perform additional duties as they arise

LINES OF COMMUNICATION

- Committee members
- Co-Chairs and VP Academics
- Event volunteers

SKILLS DEVELOPED

- Organizational skills
- Interpersonal and communication skills
- Time management skills

POSITION DETAILS

Number of positions available: 3

Reports to: Case Competition Co-Chair

COMMITMENT LEVEL

Summer 2025	Fall 2025	Winter 2026
High	High	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week



ASPER SCHOOL OF BUSINESS
COMMERCE STUDENTS' ASSOCIATION
CREATE YOUR LEGACY

Director of Logistics

Last revised: March 2026

Low = Less than 5 hours