



NBSC Director of IT & Operations

Last revised: February 2026

THE NATIONAL BUSINESS SCHOOL CONFERENCE (NBSC)

Since its inception in 1993, the National Business School Conference has been one of the premiere business student conferences in Canada. NBSC is an annual three day conference held in Winnipeg, Manitoba. This event brings the next generation of business leaders to Winnipeg, including Students' Association executives from Canadian Business Schools. NBSC creates a forum for these students to share and discuss challenges currently facing them, as well as be inspired by local business leaders.

POSITION OVERVIEW

There is one Director of Information Technology & Operations who oversees the website and all tech-related activities during the conference, including renting microphones and setting up projectors. It is essential that the Director of IT & Operations runs mic checks and ensures all tech setups, such as screens and projectors, are ready in advance. The Director of IT & Operations arrives early to set up every morning before the sessions or events begin during the conference.

The Director of IT & Operations will also provide support across positions to aid Directors as needed. This will include assisting the Directors of Logistics in event planning, helping the Directors of Marketing film content, etc.

POSITION RESPONSIBILITIES

- Create and maintain the NBSC website
- Create registration forms for NBSC delegates
- Attend all committee meetings and support all committee members
- Be present at NBSC from November 12th - 15th to help with duties throughout the weekend (particularly IT duties) to ensure the conference runs smoothly
- Assist other Director roles as needed
- Perform additional duties as they arise



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LINES OF COMMUNICATION

- Committee members
- NBSC co-chairs and VP Professional Development
- VP Marketing, the CSA Digital Coordinator, and the marketing portfolio

SKILLS DEVELOPED

- Web design skills
- Teamwork and collaboration skills
- Technological proficiency skills
- Communication skills

POSITION DETAILS

Number of positions available: 1

Reports to: NBSC Co-Chairs

COMMITMENT LEVEL

Summer 2025	Fall 2025	Winter 2026
High	Medium/High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours