



# Director of Logistics

Last revised: March 2026

## **STUDENT DEVELOPMENT COMMITTEE**

The Student Development Committee oversees and runs a wide variety of events with the objective of providing academically enriching events to allow students to utilize and develop professional skills. Some events that the committee runs include Tour de Commerce, the Golf Tournament, Midterm Prep Sessions, Tutoring, and Take a Student to Eat (TASTE).

## **POSITION OVERVIEW**

The Director of Logistics is responsible for managing day-to-day operations for the committee and supporting the Student Development Co-Chairs for events and initiatives. 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. They also handle smaller initiatives within the role as well (as detailed below)

## **POSITION RESPONSIBILITIES**

- Coordinate day-of logistics during events and initiatives
- Prepare schedules and any organizational tasks prior to events
- Recruit and organize volunteers to assist with day-of tasks
- Manage the logistics of the tutoring program, organize the midterm preparation sessions, and handle the laptop loaner program
- Acquire in-kind donations from corporate partners to include in our delegate bags and/or in giveaways, prizes, etc. throughout the year
- 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 Student Development Co-Chairs as needed with any additional tasks



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- Be present for all events 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**

- Student Development Co-Chairs
- Vice President Academics
- Committee

## **SKILLS DEVELOPED**

- Organizational skills
- Interpersonal and communicational skills
- Time management skills

## **POSITION DETAILS**

Number of positions available: 2

Reports to: Student Development Co-Chairs

## **COMMITMENT LEVEL**



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<b>Summer 2022</b>	<b>Fall 2022</b>	<b>Winter 2023</b>
Medium	High	Low

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours