

General Officer Positions Catalogue 2012/13

As mentioned previously, ESA is looking for volunteers -- General Officers. Below are the descriptions for each position. General Officers will be working either with an executive member or with a committee responsible for a specific event. It is always the case that exec members need help to complete their tasks, and that's where general officers come in! By hiring general officers, we want to expand our club, and create a close-knit support system that makes us better serve all Economics students. Moreover, by being a general officer for this school year you will gain insight into how the club works, giving you an edge when elections come around next year!

Time commitment for a GO is 2-3 hours a week on average. Open positions under the following executives are:

Graphic Designer

Basic responsibilities:

- Design or create graphics to meet specific promotional needs, such as posters or pamphlets.
- Strong commitment is a must, weekly workload will be 3hours.
- Good interpersonal and communication skills.
- Good time management skills, be able to finish tasks deadlines.
- Previous related work experience is an asset.
- Must work well independently or as a member of a team.

Additionally, those interested in applying are strongly encouraged to send in samples of previous works along with the rest of your application. Prior experience in design is an asset!

Marketing General Officer

Basic responsibilities:

- Strong written and verbal communication skills.
- Good interpersonal and communication skills.
- Strong commitment is a must, weekly workload will be 3hours.
- Highly organized, motivated.
- Be able to do classroom announcements.

Academics General Officer (3-4 Positions)

If you love economics and would like to help make lecture series happen or if you are interested in helping first year students study economics while improving teaching skills as well as leadership, it is the right position for you.

This year, we will have three general officers position open. The GO will work under VP-academics, to help organize group study sessions and lecture series. It is a volunteer position and the workload is 3 hrs a week on average.

Qualifications:

- have good interpersonal and communication abilities
- know economics material fairly well
- be able to present a lecture and handle with group studies
- teaching experience as an asset
- be responsible

Socials General Officer

We are looking for volunteers to assist with various event planning and logistics throughout the school year. Socials General Officers will work under the Socials Executive and help with organizing club events such as "Dinner with the Profs" and our year-end grad event.

Qualifications:

- Excellent communication and organization skills
- Some event management experience
- Be a team player

Grad School Info Session Committee Member (3-4 Positions)

As a committee member, you will have an opportunity to work in a group of three to plan, organize, and run the Graduate School Info Session that will take place mid-November. You will gain a valuable opportunity to liaise with the members of economics department of UBC as well as students and alumni enrolled in masters and PhD program. Your responsibilities will range from liaising with the graduate school representatives and students, deriving ideas for marketing event, acting as a student ambassador to promote the event, and assist in running the event on the day of.

An ideal candidate should have:

- Excellent communication and organization skills
- Some event management experience
- Able to meet once a week for a weekly meeting
- Personal interest in pursuing graduate school

Careers Night Committee Member (3 Positions)

We are looking for two enthusiastic and organized individuals who want to help organize our annual Career Night, which is currently set for January 26th. You will have the opportunity to organize one of ESA's biggest events.

Responsibilities include:

- Contacting alumni members that are interested in attending our event
- Contacting and seeking sponsorship
- Making a list of firms, approaching them and asking them to attend our event
- Booking venues and ordering food
- Helping out on the day of the event

Note: the two volunteers will be under the guidance of three exec members from ESA, therefore you have plenty of opportunities to seek help and/or mess up

Skills Needed

- Organizational skills
- Interpersonal skills
- Enthusiasm to make this year's Career Night awesome!

To apply, send us your resume and a small description about yourself and why you are fit for the position to economics.ubc@gmail.com

The deadline for applications is midnight on October 8th.

Please mention the position that you are applying for. If you are applying for several positions, mention that in your email as well.