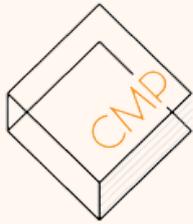


CUS Commerce Mentorship Program

Academic Portfolio



#1 resource for Sauder academic success

2021-22 Executive Hiring Package



commerce
undergraduate
society



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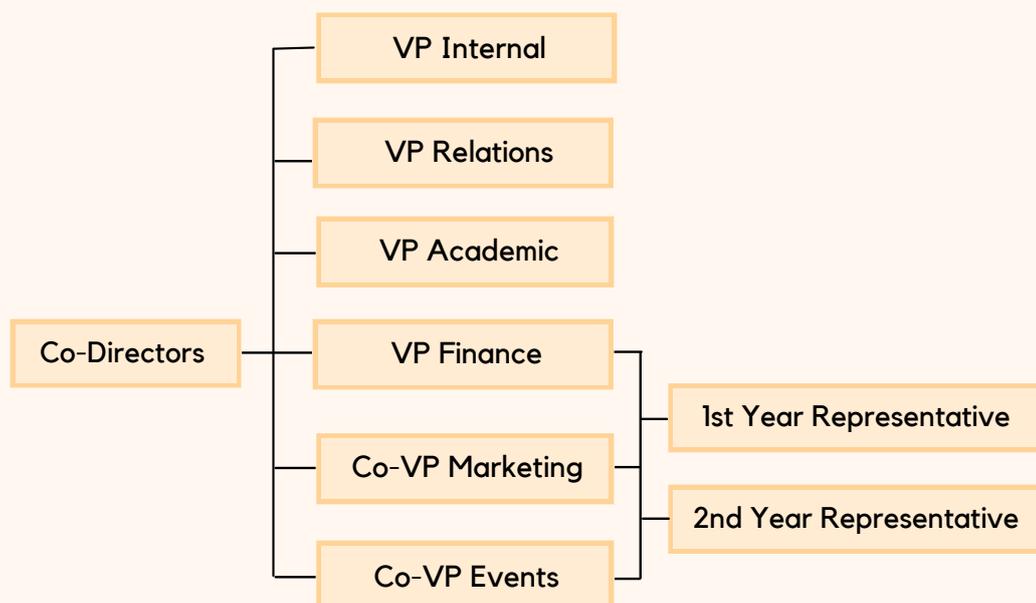
About CMP

We are a Commerce Undergraduate Society (CUS) Service that provides free, customized exam-preparation review sessions designed to help students excel in their midterms and finals. We hire successful senior students and work closely with professors and TA to ensure relevant and comprehensive study materials to prepare for exams.

CMP also hosts 2 events during the year, from opportunities for career development to socials that help relieve academic stress, the goal is to enhance student life. The details of the events are determined by the executive team.

Are you a driven individual with a passion to elevate the Sauder community? Do you want to join a team of like-minded leader and gain transferable for your professional development? If that sounds like you, please introduce yourself and apply!

CMP Structure



VP Internal

CMP VP Internal is responsible for completing administrative tasks, ensuring all executive deadlines are met, and that CMP practices align with CUS guidelines

Time commitment: 5-7 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Attend all meetings and record meeting minutes for each session
- Responsible for the logistics of review sessions and CMP events (includes room booking responsibility)
- Liaise with the CUS and ensure that CMP practices follow CUS guidelines
- Respond to messages and online inquiries made to CMP
- Assist in ensuring executive deadlines are met
- Work alongside VP Academic with the hiring of academic consultants

Qualifications:

- Excellent communication skills
- Strong work ethic and attention to detail
- Proactive and takes initiative
- Strong organization, time management, and teamwork skills

Learning Outcomes:

VP Internal for CMP should expect to fully develop skills in organizational management, bookkeeping, time management and communication. The incumbent will have the opportunity to enhance their ability to work in a professional environment.

VP Relations

CMP VP Relations will be responsible for maintaining excellent relationships with professors and assisting Academic Consultant hiring.

Time commitment: 4-6 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Assist in the hiring of qualified Academic Consultants while simultaneously leading the training of all hired personnel
- Collaborate closely with UBC professors to ensure the alignment of course content with review package material.
- Maintain a database of all professors and CMP covered courses
- Facilitate the establishment of a working relationship between Academic Consultants and professors.
- Attend review sessions to ensure they run smoothly.
- Work closely with VP Academic to support Academic Consultant activities

Qualifications:

- Professionalism in written and verbal communication
- Excellent relationship building and conflict resolution skills.
- Consistently strong work ethic
- Experience in quality control is an asset
- An understanding of Sauder's academic landscape is an asset
- Academic background and/or tutoring experience is an asset

Learning Outcomes:

VP Relations for CMP should fully expect to develop professional communication and relationship building skills by collaborating with individuals. The VP Relations will also have the liberty to implement guided strategic changes to the communication process to make it more efficient.

VP Academic

CMP VP Academic is responsible for assuring the quality of tutoring content and communications with partnering professors and academic consultants.

Time commitment: 5-7 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Assist with hiring and training of qualified Academic Consultants
- Coordinate with other on-campus tutoring programs
- Communicate with Academic Consultants regarding materials submission deadlines, event logistics, and validation requirements
- Enforce, review and amend contracts with Academic Consultants
- Ensure quality materials and review sessions are being delivered
- Attend review sessions to ensure that they are running smoothly
- Distribute feedback to Academic Consultants when necessary

Qualifications:

- Strong organization, time management, and teamwork skills
- Excellent communication skills and strong work ethic
- Professionalism in verbal and written rhetoric
- A clear understanding of the Sauder academic landscape is an asset
- Academic background and/or tutoring experience is an asset

Learning Outcomes:

VP academic for CMP should expect to fully develop skills in effective communication between exec team, professors, and Academic Consultants. The incumbent will have the opportunity to enhance their ability to work in a professional environment.

VP Finance

CMP VP Finance is responsible for managing CMP's budgets, ensuring all stakeholders are accurately reimbursed in a timely manner through contacting and coordinating with various services.

Time commitment: 4-6 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Create initial, intermediate, and final budgets for all events
- Maintain a clear, concise, and accurate record of all transactions
- Process reimbursements throughout the year in a timely manner
- Communicate with CUS Finance analyst depending budget changes
- Analyze opportunities for new CMP initiatives
- Continuously collect data regarding to ensure operational stability
- Make financial judgements regarding expenditure on relevant projects

Qualifications:

- Strong quantitative skills and excellent communication skills
- Ability to meet deadlines and work efficiently
- Strong attention to details and work ethic
- Ability to approximate costs related to events
- Experience in finance is an asset

Learning Outcomes:

VP Finance for CMP should expect to fully develop skills in the quantitative area in business, budget management, and develop their business acumen. The incumbent will have the opportunity to enhance their ability to work in a professional environment.

VP Marketing (2)

CMP Co-VPs' Marketing are responsible for the overarching marketing strategy of the CMP brand and exploring new marketing avenues to increase CMP brand awareness.

**Note: you do not need to co-apply with another applicant*

Time commitment: 4-6 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Rebrand and redesign the CMP Marketing guidelines to ensure effective online communication and presence
- Spearhead all marketing channels (Facebook, Instagram etc.) and upload promotional material
- Formulate feedback surveys that limit possible biases and are catered to student needs
- Create marketing strategies and materials to stimulate increase in brand awareness

Qualifications:

- Strong creative and graphic design abilities
- Ability to work efficiently in a team environment
- Excellent organizational, analytical and communication skills
- Proficient in digital marketing and public relations
- Experience in Canva, Wordpress and/or Mailchimp is an asset

Learning Outcomes:

VP Marketing for CMP should fully expect to develop skills in branding strategy and digital marketing. They will lead the operations of several marketing streams and spearhead necessary changes to CMP's marketing strategy. The incumbent will be able to translate these skills to a professional environment.

VP Events (2)

CMP Co-VPs' Events will be responsible for the planning and execution of all CMP review sessions (accumulate to around 45 in total for the whole year) and 2 professional development events are logistically efficient.

**Note: you do not need to co-apply with another applicant*

Time commitment: 7-9 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Work with CUS services and UBC academic initiatives to execute current events more efficiently while brainstorming ideas for new events
- Establish plans for pre-event preparation and lead event logistics
- Collaborate with VP Finance to ensure budget congruence and relevant event costs
- Document event logistical details thoroughly to enable for complete feedback and improvement
- Collaborate with VP Marketing to promote awareness of review sessions

Qualifications:

- Strong logistical skills and a keen eye for contingency planning
- Excellent communication skills to collaborate with several personnel
- Strong attention to details and outstanding teamwork abilities
- An adaptable attitude to facilitate smooth events as needed.

Learning Outcomes:

The Co - VP Events can aspect to fully develop skills in the area of event planning and execution. Combining their increased knowledge in event planning with learning how to work in high pressure environments, the VP Events will learn how to excel in work environments that require logistical acumen and creative problem solving.

2nd Year Representative

CMP Second Year Representative will act as an ambassador for CMP services among 2nd year students, assisting VP Marketing, Events and Finance to best serve their peer group.

Time commitment: 3-5 hours/week

Term of employment: April 2021 - April 2022

Main Responsibilities:

- Work with CUS services and UBC academic initiatives to execute current events more efficiently while brainstorming ideas for new events
- Establish plans for pre-event preparation and lead event logistics
- Collaborate with VP Finance to ensure budget congruence and relevant event costs
- Document event logistical details thoroughly to enable for complete feedback and improvement
- Collaborate with VP Marketing to promote awareness of review sessions

Qualifications:

- Outstanding team building skills
- Impeccable time management skills
- Strong attention to details
- An adaptable attitude to fulfill a variety of tasks as needed

Learning Outcomes:

The Second Year Representative can expect to fully develop skills in brand management (through administering various marketing streams), event planning and execution. The incumbent will have the opportunity to apply these skills in a professional work environment.

Application Details

What to include:

- **Cover letter** stating your interest and why you'd be awesome for the role
- **1-page resume** with your most relevant experiences
- * VP-Marketing applicants only: a one-page portfolio of your previous work

Please email a single PDF file addressed to CMP Co-directors, Adelia Vu and Maddie Chee, at cmp@cus.ca

Use the naming convention: "POSITION_LastName_FirstName"

Deadline: April 6th 11:59 PM PST

Feel free to contact adelia.vu@cus.ca or maddie.chee@cus.ca if you have any questions!

Best of luck!

Adelia & Maddie, CMP Co-Directors