**Vice-President Student Events Portfolio**

**Position Opening: Special Events Commissioners (2)**

**Direct Supervisor:** VP Student Events

**Compensation:** Not eligible for compensation

**Position Description:**

Work with the VP Student Events to execute new and existing social events for the Huron student body during the 2018/2019 academic year. This will include events such as the Blue Jays game, bar nights, apple & pumpkin picking, HBK events, late night soup sampling, and more.

**Responsibilities:**

* Assist in the planning and execution of social events that have been approved by the VP Student Events.
* Analyze feedback from the Huron student body and pitch new ideas for social programming that may improve student experience and engagement at Huron.
* Communicate with external organizations and venues on behalf of the portfolio to organize each event.
* Maintain relationships with the VP Communications, International Student Leaders, and other stakeholders of the portfolio to ensure proper support and collaboration from these channels.
* Complete an interim report at the end of the fall academic term and a final report at the end of the winter academic term

**Relevant Skills:**

* Collaborative work ethic
* Excellent organizational and critical thinking skills
* Communicates effectively through written and oral mediums
* Enthusiasm and passion for Huron and the position
* Ability to take direction and initiative
* Prior event planning and project management experience
* Being in London for the summer is an asset, not required

**Application Requirements:** Application Form and Resume