



Student Society  
of UBC Vancouver

**Job Description**

**Position title:** Conference Coordinator for the Student Union Development Summit (SUDS) Coordinator  
**Reports to:** Executive Committee Vice-President External Affairs  
**Supervises:** SUDS Conference volunteers  
**Employee status:** Term, Appointed  
**Length of term:** May – ~~August~~ September (54 months)  
**Hours per week:** 25 hours per week, as required, until August 31, 10 hours per week in September  
**Compensation:** Tier 1  
**Date revised:** ~~February 8, 2018~~ March 28, 2019

**Position Purpose**

The Conference Coordinator for the Student Union Development Summit (SUDS) Coordinator will report to the ~~President~~ Vice President External Affairs in the planning of the conference. The SUDS Coordinator will plan all logistics for the conference and coordinate all people working-volunteering on the project and delegate tasks as they sees fit. ~~The incumbent y~~ will also oversee the execution of the conference and act as a point person for delegates as questions arise before, during, and after the conference.

**Duties and Responsibilities**

- Coordinate, attend and chair a SUDS Planning Committee meeting once a week
- Work independently and with conference volunteers to complete portfolio-specific tasks in the planning of the conference
- Collaborate with relevant Executives to ensure all components of the conference (from workshops to social events) align with the AMS mission statement and bring value to visiting student union leadership
- Build strategic relationships with various campus, community, government, and business partners who support the conference
- Respond to conference attendee inquiries and needs in a professional way and ensure all attendees are provided with the information necessary to inform them of expected behaviour during the conference
- Must be cognizant of accessibility needs and proactively plan ahead for those who need it
- Build on current safety management strategies to ensure the comfort and safety of attendees
- Attend and participate in all SUDS Planning Committee meetings
- Collaborate with relevant Executives and SUDS Planning Committee members to create a timeline for SUDS
- Oversee events on the day of the SUDS
- Perform portfolio-specific tasks
- Partner with Volunteer Coordinator to ensure supervision for volunteers
- Foster a strong team relationship which emphasizes teamwork and communication
- Onboard, support, and oversee volunteers to assist with day-of execution of tasks
- Build strategic relationships with various campus and community partners who support the Conference
- Work with Communications and the President to develop a creative marketing campaign using digital media, social media, and person-to-person interaction.
- Utilize social media, phone, and email to respond to inquiries about the conference
- Works with the AMS mission statement and values to operate a successful department
- Oversee all events during the days of the SUDS conference
- Develop a system to intake feedback from attendees and create recommendations for implementation in future years

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- Other duties as required

### Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges
- ~~Must have some event planning experience~~ ~~Strong creative point of view~~
- Strong public relations, teamwork, and organization skills
- Ability to meet deadlines and work well under pressure
- ~~Ability to develop a budget and stay on target~~
- Must be able to work flexibly, adapting to the different needs and limitations of each project
- Must proactively initiate cross-portfolio communication
- ~~Ability to adapt designs to specific needs, limitations, contexts, formats, purposes and audiences~~
- Demonstrated examples of leadership skills, especially among peer group
- ~~Strong interpersonal, organizational, and project management skills~~
- Demonstrated initiative; ability to recognize problems quickly and apply sound solutions
- Results-oriented and reliable
- Past experience or involvement in campus-related leadership initiatives an asset
- Strong strategic and critical thinking skills

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