



**Sobey School
of Business**

Saint Mary's University

COMMERCE SOCIETY

The Sobey School of Business Commerce Society is a student-run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.

Position: External Engagement Officer
Term: 2022 - 2023
Estimate Hours per Week: 3 - 6

ROLE PROFILE: The selected candidate will be responsible for getting other universities, the local community (Businesses, non- profits) and current partners engaged with the society. This role will work to research and seek out opportunities outside of SMU for our members. They will also work with the current partners we have to hold events (Current partners including Purple Cow Internet, 5 Days for the Homeless, etc.). The external engagement officer will work closely with the president and Internal Engagement Officer to offer opportunities to our members. Note: During Sept - Oct this role will aid the Internal Engagement Officer with educating SMU about the society but will transition more to its intended exterior role over time.

Duties may include but are not limited to:

- Developing relationships with other universities, the local community, businesses, nonprofits and current partners
- Communicate the needs, wants and concerns of our contacts
- Research, communicate and promote current events and opportunities that are available to students
- Work with the Internal Engagement Officer to increase overall engagement with the society
- Work with the Presidents and Event Coordinator to run events with our external contacts
- Assisting in executing and attending Commerce Society events
- Directly aiding in the planning and organization of at least one society event
- Bringing forth any ideas or concerns that contacts might have

Competencies:

- Gmail, Outlook, Google Drive, Trello (Experience is an asset but not required)
- Excellent communication skills both written and verbal
- Willingness to speak in meetings and at events

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, self-motivated student who values the importance of teamwork and can demonstrate excellent communication & organizational skills. Past experience of working in student groups and societies will be an asset.

To apply for this position please fill out this google form <https://forms.gle/RFADRUD1V65dCkAq8> ensuring to attach a brief resume and cover letter in your application. Applications close Friday April 20, at 11:59pm, late submissions will not be considered. If you have any questions about the position, please email us at Commercesociety.smu@gmail.com