



**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:** Internal Engagement Officer  
**Term:** 2022 - 2023  
**Estimate Hours per Week:** 3 - 6

**ROLE PROFILE:** The selected candidate will be responsible for getting students and staff at SMU engaged with the society. While all students are a consideration emphasis will be on getting first year students and international students engaged. The Internal Engagement Officer will collaborate with other societies and inform our members about events that promote education about international students, opportunities for first year students and all students in general. More time will be required of this position in Sept - Oct as we want to advertise the society more during this time.

**Duties may include but are not limited to:**

- Developing relationships with other societies, committees and communities at Saint Mary's University
- Increase engagement among all students especially International and first year students
- Communicate the needs, wants and concerns of students
- Research, communicate and promote current events and opportunities that are available to students
- Build relationships with professors that are holding events
- 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 students 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 with classes 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](mailto:Commercesociety.smu@gmail.com)