**GRADUATION CHAIR/COMMITTEE**

|  |
| --- |
| Job Description  |
| * Be an ambassador of the Kinesiology Undergraduate Society
* Plan and execute events to help engage the graduating class of 2018
* Work with the KUS President (Juancho Ramirez) to help plan and execute the main reception, KIN Grad 2018
* Help promote and encourage grad events through social media outlets
* Preparing budgets, logistical information, and booking information
* Expected to attend all Grad functions and assist the grad chair as needed
* Will need to attend Grad committee meetings
 |
| Grad Chair (In addition to the above)* Directly liaise withe the KUS President
* Oversee Grad Committee and relevant programming
* Responsible for spearheading Kin Grad events
* Support grad committee in the execution of the points above
* Prepare a financial statement and transition report for the following year
 |

|  |
| --- |
| Qualifications  |
| * Enthusiastic and approachable personality
* Experience with event planning
* Strong interpersonal and organizational skills
* Must be a 4th or 5th year student who plans to apply for graduation
* Willingness to learn and take initiative
* Ability to work independently and in a team
 |

|  |
| --- |
| Application & Position Details  |
| * Positions Available: ~4 (apply separately or as a team!)
* 2-4 Grad Committee Members (Must plan to apply for graduation)
* Position Length: October 1st, 2017 – May, 2018 (Commitment will vary as event gets closer)
* Application Deadline: October 23rd, 2017 @11:59PM
* Application Documents: Resume, Short Cover Letter (~150 word)
* Contact: kus.pres@kus.ubc.ca (Juancho Ramirez)
* Note: This is a volunteer position
 |

**If you’re interested in applying for the position of KUS KIN Grad Committee, please submit a Resume and Short Cover Letter it to kus.pres@kus.ubc.ca. Successful candidates will be contacted for an interview. Thank you for your interest and we look forward to reviewing your application!**