**GRADUATION CHAIR/COMMITTEE**

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| 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 |

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| 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 |

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| 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!**