**KIN Graduation Committee/Coordinator**

**Summary**

The Graduation Committee plans and execute events to help engage the graduating class of 2019. Alongside the KUS President (Andrew Au) they help plan and execute the main reception, KIN Grad 2018.

**Application & Position Details**

* **Positions Available:** ~4
	+ Grad Chair (1) – must plan to apply for graduation
	+ Grad Committee Members (3-4) – must plan to apply for graduation
* **Position Length:** October 2018 – May 2019
* **Commitment:**
	+ Chair: 2-3 hours per week (commitment will vary as events approach)
	+ Committee 1-2 hours per week (commitment will vary as events approach)
* **Application Deadline:** September 16th, 2018 at 11:59 PM
* **Contact:**  For any questions, please e-mail Andrew Au at kus.pres@kus.ubc.ca
* **Note:** This is a volunteer position.

**Essential Duties and Responsibilities**

**Graduation Committee**

* Be an ambassador of the Kinesiology Undergraduate Society
* Plan and execute events to help engage the graduating class of 2019
* Work with the KUS President (Andrew Au) 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

**Graduation Coordinator** (in addition to the above)

* Directly liaise with 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**

The ideal candidate will have:

* 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
* A desire to foster a respectful and inclusive environment and be a positive role model for students in Kinesiology

If you’re interested in applying to the KIN Grad Committee, please fill out the application below and submit it to kus.pres@kus.ubc.ca. The deadline is September 16th, 2018 at 11:59PM. Thank you for your interest and we look forward to reviewing your application!

**Name:**

**Student Number:**

**Email:**

**Phone Number:**

**Year in Kinesiology (2018/2019):**

1. What attracted you to this position within the KUS? (250 word limit)
2. List any relevant experience you may have (eg. position, date held, duties)
3. What other extracurricular commitments do you have (work, volunteering, etc)?
4. What is a novel idea that you would like to implement, if accepted for the position? (400 word limit)
5. What skills and traits do you bring to your chosen positions? (250 word limit)
6. What is your greatest strength and weakness when working with others? (250 word limit).