**Position Title: Professional Development Committee 2018/2019**

**Summary**

The KUS Professional Development Committee is responsible for planning and delivering a variety of career and professional development events throughout the 2018/19 Academic year. This includes the flagship career exploration event: the Kinesiology Career Fair in January and other smaller professional development events throughout Term 2.

Previously classified as the Career Fair Committee, this role has evolved to become the Professional Development Committee who will work with a team to create a larger array of opportunities for undergraduate students to explore potential career paths and enhance their professional development skills and knowledge.

The purpose of the Kinesiology Career Fair is to connect Kinesiology students with prospective employers and alumni to explore potential experiential and career opportunities during and after graduation. The Committee works closely with the KUS VP Academic and the Student Engagement Officer within the School of Kinesiology and collaborates with local businesses, UBC alumni and other on campus stakeholders.

**Application & Position Details**

* **Position Available:** Professional Development Committee(6)
* **Position Length:** September 2018 – April 2019
* **Commitment:** ~2-3 hrs/week in first and second semester, ~10 hrs/week in January
* **Application Deadline:** Sunday, September 16th at 11:59pm
* **Contact:**  For any questions, please e-mail Delon Chan at **vp.academic@kus.ubc.ca**
* **Note:** This is a volunteer position.

**Essential Duties and Responsibilities**

* Creating and implementing new Professional Development events
* Coordinating and collaborating with the rest of the Career Fair Committee, KUS VP Academic, School of Kinesiology Student Engagement Officer (SEO), and the Career Fair Co-Coordinators to plan, promote, and facilitate multiple Professional Development Events
* Professionally approaching organizations to participate in the KIN Career Fair
* Continual communications with exhibitors that are participating in the event and ensuring they are informed of event details
* Set up and take down for the events
* Creating ways to actively advertise events with the VP Communications
* Working with VP Academic, School of Kinesiology SEO, and the Professional Development Co-Coordinators to develop speaker panel series
* Ongoing communication with the KUS VP Academic, School of Kinesiology SEO, and the Professional Development Co-Coordinators
* Assisting with writing a transition report with the Career Fair Co-Coordinators after the conclusion of the event

**Committee Roles**

*Exhibitor Relations:* The role of the Exhibitor Relations Committee is to initiate, oversee, and maintain all communication with the exhibitors that are to attend the Career Fair. The committee contacts exhibitors months before the fair, ensures proper registration and payment, addresses any questions or concerns, and sends frequent reminders and details about the event by email or phone.

*Logistics:* The Logistics role involves the organization of all of the functional components that are necessary for the actual occurrence of the Career Fair. This involves planning a budget for the event, purchasing gifts for workshop and panel speakers, organizing the layout of the event, booking rooms, and ensuring that all required equipment is present for the convenience of exhibitors.

*Publicity:* The Publicity role involves maintaining communication with Kinesiology students to advertise for the Career Fair and continuously provide information about the event. This role involves creating designs for posters and putting them up around campus, communicating with the Kinesiology Undergraduate Society to post social media updates, establishing a schedule for social media posts, and updating the Kinesiology Career Fair website.

*Panel Sessions and Workshops:* The Panel Sessions and Workshops individual is responsible for

communicating with professional candidates that could deliver informative presentations through panel sessions or workshops to Kinesiology students in addition to the Career Fair.  Some of the tasks involve considering themes for panel sessions, booking rooms for these sessions, recruiting panelists and workshop speakers, and confirming their attendance.

*Volunteer Coordination:* The Volunteer Coordination role involves the organization of individuals that are interested in helping with the Career Fair, as well as communicating with these volunteers to ensure that tasks are completed on the day of the event. This individual is tasked with coordinating volunteers, ordering and designing T-shirts for the event, outlining responsibilities for volunteers before and during the fair, and putting together a check-in list for volunteers.

**Qualifications**

The ideal candidate will have:

* Previous experience with event planning
* Strong professional communication skills
* Good leadership and teamwork skills
* Proficient time management and organizational skills
* Demonstrated ability to take initiative, identify needs, work independently and within a team environment to generate creative solutions
* Desire to improve their professional development
* Foster a respectful and inclusive environment and be a positive role model for students in Kinesiology

**Student Learning Components**

* Develop stronger leadership skills
* Event planning and delivery
* Critical and analytical thinking
* Teamwork and collaboration
* Communication skills (public speaking, active-listening)
* Build relationships and networks with campus partners, alumni and industry professionals
* Facilitation skills
* Time Management

If you’re interested in applying as Professional Development Committee, please fill out the application below and submit along with your **resume** it to vp.academic@kus.ubc.ca. The deadline is September 16 at 11:59 PM 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. **Why are you interested in the position of the Professional Development Committee?**
2. **What are 3 qualities you possess that would make you the ideal candidate for this position?**
3. **Please rank from 1-5 your preferred role in the committee for the Career Fair. (1 = most desired, 5 = least desired)**

\_\_\_ Exhibitor Relations

\_\_\_ Logistics

\_\_\_ Publicity

\_\_\_ Panel Sessions and Workshops

\_\_\_ Volunteer Coordination

\*please see above for descriptions of each role

1. **Individuals on the committee can contribute to the Career Fair by taking on more informal specific roles (i.e. in social media communications, management & event day planning, website coordination, panel session management etc.) As a committee member, what specific skill are you most proud of and how would you use it to contribute to the professional development events?**
2. **What past experience do you have that will allow you to be successful in this role?**
3. **What is one new idea that you have for the career fair?**
4. **Describe one professional development event you would like to organize and what value would undergraduate students gain by attending?**