



Director of Logistics

Last revised: April, 2023

COMMERCE CARES COMMITTEE

The Commerce Cares Committee is a small leadership group where individuals will work closely with each other to plan and execute the Asper Mentorship Program, Student Appreciation Week, and other mental health initiatives.

POSITION OVERVIEW

The Director of Logistics is an exciting role that provides individuals with the opportunity to learn about the various facets of event planning. They will provide assistance to the Commerce Cares Co-Chairs in the coordination of logistics for the Asper Mentorship Program, Student Appreciation Week, and other mental health initiatives in addition to helping to promote events.

POSITION RESPONSIBILITIES

- Assist in the planning of the Asper Mentorship Program, Student Appreciation Week, and other mental health initiatives
- Communicate with multiple internal and external parties to ensure the events are run as smoothly as possible
- Help with promoting events
- Attend committee meetings
- Other tasks as required

LINES OF COMMUNICATION

- Committee members
- Commerce Cares Co-chairs and VP Student Life
- Various external contacts related to event planning



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SKILLS DEVELOPED

- Business communication
- Event planning
- Organization Skills
- Interpersonal skills

POSITION DETAILS

Number of positions available: 2

Reports to: Commerce Cares Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
Low/Medium	Medium	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours