



NBSC Director of Information Technology

Last revised: April, 2023

THE NATIONAL BUSINESS SCHOOL CONFERENCE (NBSC)

Since its inception in 1993, the National Business School Conference has been one of the premiere business student conferences in Canada. NBSC is an annual three day conference held in Winnipeg, Manitoba. This event brings the next generation of business leaders to Winnipeg, including Students' Association executives from Canadian Business Schools. NBSC creates a forum for these students to share and discuss challenges currently facing them, as well as be inspired by local business leaders.

POSITION OVERVIEW

The Director of IT will be responsible for creating the new NBSC website. In previous years, there have been immense challenges with managing the current NBSC website, so for 2023, the Director of IT's main task will be to design a new one. They will work with the Director of Marketing to ensure that the materials promoted on the website are cohesive with the materials on the social media channels.

POSITION RESPONSIBILITIES

- Create and maintain the NBSC website
- Create registration forms for NBSC delegates
- Attend all committee meetings and support all committee members
- Be present at NBSC from November 16th - 19th to help with duties throughout the weekend (particularly IT duties) to ensure the conference runs smoothly
- Perform additional duties as they arise



NBSC Director of Information Technology

Last revised: April, 2023

LINES OF COMMUNICATION

- Committee members
- NBSC co-chairs and VP Professional Development
- VP Marketing, the CSA Digital Coordinator, and the marketing portfolio

SKILLS DEVELOPED

- Web design skills
- Teamwork and collaboration skills
- Technological proficiency skills
- Communication skills

POSITION DETAILS

Number of positions available: 1

Reports to: NBSC Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
High	Medium/High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours