

POSITION SUMMARY, Planning Director

The Alberta Student Leadership Summit (ASLS) is a student-directed conference organized at the University of Alberta to promote leadership development amongst secondary and postsecondary students from across the province. ASLS offers leadership skill development, networking opportunities and inspirational presentations to student leaders through presenters, workshops, and celebration.

The Planning Directors are a senior level volunteer position on the Alberta Student Leadership Summit Planning Committee. In conjunction with the Leadership Education and Development Centre staff, the Planning Directors are responsible for planning all facets of conference execution. This position will be supported by staff mentors from both the University of Alberta, and the University of Alberta Students' Union.

DUTIES & RESPONSIBILITIES

1. Sit on the ASLS planning committee, composed of three student Planning Directors and LEAD Centre staff.
2. Provide strategic direction and execution support on all aspects of conference planning, including but not limited to:
 - a. Promotion strategy and social media management
 - b. Volunteer recruitment, training, scheduling, and appreciation
 - c. Keynote selection
 - d. Managing the Call for Proposals and presenter selection
 - e. Liasing with the ASLS advisory committee, as required
 - f. Event logistics including venue needs, catering, participant hospitality, and more
3. Review feedback and implement recommendations from ASLS 2019.
4. Provide transition support to the incoming ASLS 2021 planning committee.

QUALIFICATIONS

1. Strong organization and communication skills.
2. Strong facilitation and interpersonal skills.
3. Able to attend bi-monthly meetings on the University of Alberta North Campus from August-December, and weekly meetings in the month of January
4. Be able to commit to 10 hours per month for conference planning from June-August, and 25 hours for the month of January.
5. Be available for the date of the conference, January 31 and February 1, 2020

ASSET

1. Be a current post-secondary student.
2. Have previously attended the Alberta Student Leadership Summit.
3. Experience with volunteer management.
4. Experience with event planning.
5. Experience in social media or outreach.

To submit an application, submit the form at uasu.ca/asls. Applications are due April 30, 2019 at 11:59PM.

For any questions, please email leaders@ualberta.ca

