

Director, Conference Events

POSITION SUMMARY

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, activities and celebration.

The Director - Conference Events is a senior level volunteer position on the Alberta Student Leadership Summit Planning Committee. This position is responsible for planning, coordinating and delivering events connected to ASLS, including but not limited to the pre-conference social. This position will be supported by a staff mentor from the University of Alberta Students' Union.

DUTIES & RESPONSIBILITIES

1. In consultation with staff and other Directors, assess the 2018 ASLS conference events.
2. Brainstorm and propose plan for 2019 conference events.
3. Plan the events and liaise with the L&R team for logistics requirements
4. Coordinate volunteer needs for the conference events with the Director of Volunteers.
5. Contribute to outreach promotions with Community Outreach directors.
6. Attend the Alberta Student Leadership Summit, and assist with day-of logistics.

QUALIFICATIONS

1. Strong organization and communication skills.
2. Strong facilitation and interpersonal skills.
3. High levels of creativity.
4. Ability to work independently.
5. Able to attend bi-monthly meetings on the University of Alberta's North Campus from August-December, and weekly meetings in the month of January.
6. Able to attend a debrief and feedback meeting in February.
7. Be able to commit to 10 hours per month for conference planning from August-September, and 25 hours for the month of January.

ASSET

1. Be a current post-secondary student.
2. Have previously attended the Alberta Student Leadership Summit.
3. Experience event planning.