

Director, Schedule Programming



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 - Schedule Programming is a senior level volunteer position on the Alberta Student Leadership Summit Planning Committee. This position is responsible for coordinating the Involvement Fair, planning the morning networking event and building the schedule for the conference. This position will be supported by staff mentors from both the University of Alberta, and the University of Alberta Students' Union.

DUTIES & RESPONSIBILITIES

1. In consultation with staff and other Directors, determine the timelines for programming preparations.
2. Create a schedule outline for the day.
3. Invite and communicate with organizations for attending the Involvement Fair
4. Coordinate the logistics for the Involvement Fair.
5. Plan and coordinate the Networking activities during ASLS.
6. Determine volunteer needs for the day of.
7. 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. 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.
4. Be able to commit to 10 hours per month for conference planning from August to December, 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 in event planning.