



OPERATIONS COORDINATOR

SFU HUMAN RESOURCES STUDENT ASSOCIATION

June 2024 - Job Description

Human Resources Student Association (HRSA)

The Human Resources Student Association (HRSA) is a student-run organization at Simon Fraser University's Beedie School of Business. We aim to support students and broaden their knowledge of Human Resources by providing engaging opportunities to connect with industry professionals through networking events, skill enhancement workshops, and case competition challenges.

Operations Coordinator

The Operations Coordinator will assist in the planning and execution of HRSA's small-medium scale initiatives, events and programs. They will complete various logistical and operational duties pertaining to the event planning process.

Reports to: Odelia Chan, Vice President of Operations

Time Commitment: June 2024 to May 2025

Responsibilities

- Assist in the planning and execution of small-medium scale events
- Coordinate event logistics such as venue selection, catering, transportation of event materials, and necessary accommodations
- Manage event registration processes, including online registration platforms, attendee communications and event inquiries
- Prepare attendee materials, name tags, merchandise, and registration packets
- Oversee on-site event logistics, including setup, execution, and teardown, as well as address any issues or challenges that arise during the event
- Conduct post-event evaluations and gather feedback from attendees and stakeholders

Required Skills and Characteristics

- Experience assisting in organizing and executing small-medium scale events
- Project management skills and capabilities preferred
- Strong written and verbal communication skills
- Self-motivated, inspired, and proactive with strong teamwork skills
- Ability to work under high-pressure situations and navigate multiple deadlines
- A proactive participant in events and initiatives outside of HRSA

Please refer to the application form for instructions on how to apply.

Application deadline is July 5th, 2024 at 11:59pm.

HRSA

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