



## LOGISTICS 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.

#### Logistics Coordinator

The Logistics Coordinator is responsible for the creation and execution of the agenda, itinerary, and stakeholder logistics for HRSA's pillar event: Spring Soirée x Envision. Spring Soirée brings together over 100 students and 40 HR professionals to explore topics surrounding Human Resources. Envision is HRSA's annual HR case competition that takes place a week following Spring Soirée. Applicants must have a flexible schedule closer to the event dates.

**Reports to:** Amelia Doan and Jessie Lin – Vice Presidents of Events

**Time Commitment:** July 2024 to May 2025

#### Responsibilities

- Create a detailed itinerary and master logistics schedule for Spring Soirée x Envision
- Develop event components to engage student attendees and streamline processes for better attendee experience
- Use and manage the virtual event platform, tasks include but not limited to managing registration and online traffic of attendees
- Develop event program content for the student attendees
- Create a clear plan for the event and train team members to execute it
- Create individual checklists for SSXE and send out post-event feedback forms for the training processes
- Create and distribute individual moderator documents containing role descriptions, scripts, and timestamps
- Facilitate communication with venues through email
- Uphold SSXE online and physical merchandise and promotional material

#### Required Skills and Characteristics

- Previous experience in event-planning, using technology, and having the SFU Planning it Right certificate is an asset
- Experience in using G-Suite applications (Sheets, Docs, Calendar, Drive), and Microsoft Office equivalents
- Exceptionally strong time management and organizational skills with an ability to multitask
- Ability to meet deadlines while maintaining a high quality of work
- Previous case competition experience is an asset
- Strong leadership, communication, adaptability and attention to detail skills

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

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

HRSA

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