

# LOGISTICS COORDINATOR

## SFU HUMAN RESOURCES STUDENT ASSOCIATION

### 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 innovative initiatives and events.

#### ROLE DESCRIPTION

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 HRM case competition that takes place a week following Spring Soirée. Applicants must have a flexible schedule closer to the event dates.

**Reports to:** Andrew Oberson — Vice President of Events

**Term:** October 2022 – April 2023

#### 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
- Must 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

#### QUALIFICATIONS

- 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, Calendar, Drive, Hangouts), and Slack
- 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
- Please refer to the coordinator application form for application instructions.

**APPLICATION DEADLINE IS SEPTEMBER 23 AT 11:59 PM.**

