

# EXTERNAL RELATIONS 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 External Relations Coordinator will provide strategic and tactical leadership in developing relationships with professionals and identifying workshop opportunities. They will also be responsible for engaging the student community through current and new initiatives, programs, and events.

**Reports to:** Asmita Birring and Ashley Chia — Vice President of Corporate & External Relations

**Term:** October 2022 – April 2023

#### RESPONSIBILITIES

- Connect with potential professionals through meetings, email, telephone, and LinkedIn communication
- Seek and initiate contact with potential speakers and professionals for the events and workshops that HRSA provides
- Build and maintain amicable, long-term relationships with professionals
- Represent SFU HRSA in a positive and professional manner
- Follow up with speakers after the event to maintain lasting connections
- Find and connect with HR Professionals for HRSA initiatives and events, such as the HR Secrets podcast and Spring Soirée x Envision
- Schedule and hold coffee chats with industry professionals
- Maintain organized documentation of all potential and confirmed contacts
- Attend weekly meetings and discuss updates on assigned tasks

#### QUALIFICATIONS

- Comfortable cold-contacting organizations and industry professionals
- Ability to foster and maintain professional relationships
- Strong verbal and written communication skills
- Strong interpersonal, organizational, and time management skills
- Ability to work under pressure
- Ability to brainstorm new and creative aspects/ideas for HRSA initiatives

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

