



## **EXTERNAL RELATIONS 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.

### **External Relations Coordinator**

The External Relations Coordinator will provide strategic and tactical leadership in developing relationships with professionals and identifying potential candidates for speakers at HRSA's signature events. They will also be responsible for engaging the student community through current and new initiatives, programs, and events.

**Reports to:** Victoria Lu, Vice President of External Relations

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

### **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 industry professionals, speakers, and case competition judges for HRSA's pillar event, Spring Soirée x Envision 2025
- 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

### **Required Skills and Characteristics**

- 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

**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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