



The role of the Bishop's University Student Alumni Association (BUSAA) is to enhance the student experience through: Traditions, Giving, and Networking. Through offering involvement, networking opportunities, and initiatives to give back, the Student Alumni Association, working closely with the Bishop's University Advancement Office, aim to "Make Life Long Gaiters" of undergraduate students, graduate students, and future Gaiters.

Volunteer Title: Bishop's University Student Alumni Association Grad Class Director

Department: Bishop's University Advancement Office

Volunteer Term: September 2017- April 2018

Perks & Benefits: Grow your network and career connections; build a portfolio of volunteer work experience, receive admission to alumni events, receive LEAP credits.

Summary of the Position: The BUSAA Grad Class Director is responsible for helping plan, recruit volunteers and host events for the Class of 2018 Grad Week with potential involvement in some or all of the following events: Grad Send Off (graduating class celebration hosted by the Advancement Office), Grad Receptions (divisional receptions hosted by the Principal) and Grad Formal (off campus dinner hosted by the SRC) as well as Build a Better Purple initiatives including the Rubber Ducky Golf Tournament and the Grad Class Gift Campaign; The BUSAA Grad Class Director will also be responsible for collaborating with volunteer Chapter Leaders of the Alumni Association to plan their *Welcome Home* events (post-convocation celebratory events for recent grads in designated chapter cities).

Requirements:

- Must be a full-time or part-time degree student, in good academic standing, at Bishop's University, enrolled for the 2017-2018 academic year
- Must be willing to support the portfolio of all BUSAA directors
- Must be willing to support the management of BUSAA General Volunteers assigned to the BUSAA Grad Class portfolio
- Priority will be given to non-graduating student applicants

Skills Required:

- Experience hosting and organizing events an asset
- Volunteer management experience an asset
- Active participant in the Bishop's community
- Volunteer experience an asset

Applications will be accepted until Friday, September 8th at 5 pm.

Interviews for successful candidates will be scheduled Tuesday, September 12th

To apply, please submit a cover letter, CV and application form online

For further information about the position, please contact Simone Goloven by email at sgoloven@ubishops.ca or visit the Advancement Office in person. We are located in Griffin House on 3, Harrold Drive (next to the Dobson Lagasse Centre).



BUSAA Grad Class Director Volunteer Term

September 2017- April 2018

**Although your term is for a full year and you are expected to volunteer at other events within the BUSAA portfolio, here are some tentative dates of your major commitments throughout the year.

Please note that the bolded meeting times are meetings with Simone and Allison. You will be expected to have meeting times with your planning team outside of these planned dates**

September

- **First Meeting + Training for BUSAA Directors (Tentatively Friday, September 15th)**
- HOCO (Thursday, September 21st –Saturday, September 23rd)

October

- **First Meeting+ Training for BUSAA General Volunteers (Tentatively Friday, October 13th)**

November

- **Director's Meeting (Tentatively Friday, November 10th)**

December

- **Director's Meeting (Tentatively Friday, December 1st or Friday, December 8th)**

January

- **Director's Meeting (Tentatively Friday, January 12th)**

February

- **Director's Meeting (Tentatively Friday, February 9th)**

March

- **Director's Meeting (Tentatively Friday, March 23rd)**

April

- Grad Formal
- Grad Send-Off (Wednesday, April 4th)
- Grad Receptions

June

- Convocation (Friday, June 1st, Saturday, June 2nd)*
- Welcome Home (Tentatively June 8th or June 9th)*

*Although these events are not included in your volunteer term you will be tasked with helping plan for these events + if you are available during these dates you will be asked to work/volunteer