

Director Position Descriptions



Careers Director

The Careers Director will assist the Sponsorship Director in client servicing and providing professional development to members. Careers Directors will work as part of the Sponsorship team in prospecting and liaising with sponsors, proposing and negotiating as well as fulfilling our obligations.

Task
<ul style="list-style-type: none">• Communicate directly with sponsors to facilitate workshops and programs• Engage students with opportunities for professional development (i.e. networking mixers)• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Review event bills for accuracy, and approve payment.• Produce the Annual Careers Guide
Essential
<ul style="list-style-type: none">• Oral and written comprehension and expression – the ability to communicate information and ideas so others will understand• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — adjusting actions in relation to others' actions.• Knowledge of how a Bachelor's degree will assist individuals in career prospects and how each specialisation operates in the commercial world
Work activities
<ul style="list-style-type: none">• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Education Director

The Education Director will provide personal development opportunities for members – specifically through the Peer Mentoring Program. This task will consist of liaising with university services from multiple departments and the coordination and scheduling of hundreds of participants.

Task
<ul style="list-style-type: none">• Engage students with opportunities for personal development (e.g. soft skills)• Coordinate the Peer Mentoring Program• Review event bills for accuracy, and approve payment.
Essential
<ul style="list-style-type: none">• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — Adjusting actions in relation to others' actions.• Knowledge of how a Bachelor's degree will assist individuals in career prospects and how each specialisation operates in the commercial world
Work activities
<ul style="list-style-type: none">• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Human Resource Director

The Human Resource Director is charged with the managing and training volunteer (non-Director) members in areas that will best help them in their tasks in aiding BSOC. This can range from running workshops to assist with verbal communication skills to writing processes and systems to help with day-to-day bookkeeping and of accounting of BSOC's monies. The Human Resource Director should also conduct ongoing job analysis of Director's selection criteria and assist with individual's evaluation and feedback.

Task
<ul style="list-style-type: none">• Serve as a link between management and students by handling questions and helping resolve work-related problems.• Plan and conduct committee orientation to foster positive attitude toward organizational objectives.• Plan, organize, direct, control or coordinate the personnel, training, or labour relations activities of an organization.
Essential
<ul style="list-style-type: none">• Oral and written comprehension and expression – the ability to communicate information and ideas so others will understand• Management of Personnel Resources – motivating, developing, and directing people as they work, identifying the best people for the job.• Organisational skills – coordinating actions in relation to others' actions
Desired
<ul style="list-style-type: none">• Studying Management or Organisational Psychology
Work activities
<ul style="list-style-type: none">• Staffing Organizational Units — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.• Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.

Information Technology Director

Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

The IT Director is charged with the responsibility of maintaining all the online communication channels with students/members. This encompasses regular maintenance and content updates on the website (www.unswbsoc.com), social media channels (Twitter, Facebook, YouTube) and email database. The IT Director must be well versed in basic hypertext markup language (HTML) and understand the architecture of a website, including analytics and measurements.

Task
<ul style="list-style-type: none">• Determine sources of web page or server problems, and take action to correct such problems.• Review or update web page content or links in a timely manner, using appropriate tools.
Essential
<ul style="list-style-type: none">• Experience with Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS)• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.• Website management – Basic use of FTP• Social media management – Knowledge of the purposes of social media websites and an effective ability at disseminating information through these channels
Desired
<ul style="list-style-type: none">• Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.• Prior campaigns of work in social media• Experience with Adobe Photoshop or equivalent creativity suite• Experience in managing a content management system (CMS) such as Joomla!, Wordpress or Blogger
Work activities
<ul style="list-style-type: none">• Regular updating of the website's content• Scheduling, coordinating and executing delivery on electronic newsletter (eNews)• Controlling access to societies' online resources (Google Apps)

Marketing Director

Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.

Marketing Director is charged with the creative aspects of BSOC. This position encompasses all of the responsibilities of the Art Director, the Copywriter and the Strategy Executive in an advertising agency. The Marketing Director should be skilled in graphic design and be flexible to meet project coordinators in their planning and should advise project coordinators of how to position activities.

Task
<ul style="list-style-type: none">• Create layouts and advertising copy and edit scripts, audio and video tapes, and other promotional material for adherence to specifications.• Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, internal and external stakeholders.• Gather and organize information to plan advertising campaigns.
Essential
<ul style="list-style-type: none">• Experience with Adobe Photoshop or equivalent creativity suite• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.• Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.• Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
Desired
<ul style="list-style-type: none">• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Portfolio of previous artwork
Work activities
<ul style="list-style-type: none">• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.• Thinking Creatively — Developing, designing, or creating new ideas, relationships, systems, or products, including artistic contributions.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Publications Director

The Publications team requires a diverse skill set, from being an editor who is well versed and have great attention to detail to being a designer with the ability to layout an A4 book while maintaining a control over style. The Publications team is concerned with internal stakeholders – i.e. managing advertisements for our upcoming events are placed in eNews, *Comuniecoco* and *Careers Guide*. In addition, they must check artwork of external stakeholders. The Publications team is one of our key communication channels to students, key members of the faculty and our external stakeholders.

Task
<ul style="list-style-type: none">• Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.• Develop story or content ideas, considering reader or audience appeal.• Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
Essential
<ul style="list-style-type: none">• Attention to detail• Reading Comprehension — Understanding written sentences and paragraphs in work related documents.• Writing — Communicating effectively in writing as appropriate for the needs of the audience.• Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
Desired
<ul style="list-style-type: none">• Knowledge of Adobe InDesign
Work activities
<ul style="list-style-type: none">• Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.• Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Comuniecoco• Assist Careers Directors in the production of Careers Guide• Assist IT Director in eNews delivery

Social Director

The positions of the Social Director are to create a sense of community within the Australian School of Business. Applicants must be fun-loving while able to multitask with on-the-day event plans and dealing with internal and external stakeholders. A Social Director must have had experience budgeting and coordinating all stages of an event, including concept development, promotions, logistics, execution and debrief.

Task
<ul style="list-style-type: none">• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.• Review event bills for accuracy, and approve payment.• Coordinate: Camp, Cruise, Dance Party and Ball.
Essential
<ul style="list-style-type: none">• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — Adjusting actions in relation to others' actions.
Work activities
<ul style="list-style-type: none">• Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Sponsorship Director

The Sponsorship Director will coordinate the efforts of raising funds for our personal and professional development programs. Primarily, they must identify the goals and objectives of our society and align them with potential sponsors. Furthermore, they should coordinate regular communications with stakeholders and provide internal training on best practices in dealing with clients.

Task
<ul style="list-style-type: none">• Producing proposals, presentations, pitches• Setting up meetings with potential clients
Essential
<ul style="list-style-type: none">• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Attention to detail• Reading Comprehension — Understanding written sentences and paragraphs in work related documents.• Writing — Communicating effectively in writing as appropriate for the needs of the audience.
Desired
<ul style="list-style-type: none">• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources to communicate to clients.• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Initiative - actively seeking new opportunities to further project beyond expectations
Work activities
<ul style="list-style-type: none">• Communicating regularly with sponsors in a professional manner.• Drafting proposals and pitching them to potential clients

Sports Director

The Sports Director is charged with the responsibility of creating a sense of community – through physically engaging events. Sports Directors should have a strong knowledge of popular sports as well as the ad hoc ability to officiate them. In addition, Sports Directors need to have knowledge of budgeting for events as well as an ability to coordinate external stakeholders into hosting a joint event.

Task
<ul style="list-style-type: none">• Ability to manage and coordinate external stakeholders (other student societies).• Confer with staff at a chosen event site to coordinate details.• Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.• Review event bills for accuracy, and approve payment.• Coordinate Sports Day(s).
Essential
<ul style="list-style-type: none">• Knowledge of popular sports as well as an understanding of the officiating rules• Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling events or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.• Speaking — Talking to others to convey information effectively.• Time Management — Managing one's own time and the time of others.• Service Orientation — Actively looking for ways to help people.• Multitask – Able to manage event crews and your own responsibilities.
Desired
<ul style="list-style-type: none">• Initiative - actively seeking new opportunities to further project beyond expectations• Coordination — adjusting actions in relation to others' actions.
Work activities
<ul style="list-style-type: none">• Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.• Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.