**Summary of SUE Executive Positions**

To submit your application please **email your resume and a brief statement** for why you believe you would make a good candidate for the position to oriane.kacoutie@ucalgary.ca **by 11:59 on Friday, April 3rd.** In the subject line please write your name and desired position (ie. John Smith, Director of Communications). Interviews for selected candidates will take place sometime in the week following the deadline.

Below you will see a list of the positions for which we are seeking candidates, along with a brief description of the responsibilities and/or recommended skills. If you have any questions, please do not hesitate to ask me (oriane.kacoutie@ucalgary.ca ) or SUE (societyofundergradsineconomics@gmail.com ).

**Executive Vice President** ​

This​ position is essentially the right hand of the President. You are responsible for ensuring that the clerical/administrative duties of the club are met. This includes maintaining records, meeting deadlines, and working with all VP's to ensure they meet their own portfolio responsibilities. This position requires a higher level of commitment than the other VP Positions. However, you get to experience a wider variety of club responsibilities and get to contribute more to the core planning and direction of the club in comparison to other VP roles. ​You will be in very close communication with the President as you will fill the gaps wherever the President needs you.

 The qualities of an effective EVP are as follows: strong leadership experience, excellent people skills, familiarity with the administrative requirements of an organization, experience planning and hosting events, ability to devote yourself to the role, and detail-oriented.

**VP External**

This is a joint role with FASA (Faculty of Arts Student Association). Along with VP External you will be the economics representative for FASA. The SUE portion of the role requires that the VP External communicate to FASA and any other outside organizations that SUE may be involved with. Another main responsibility held by this position is the role of attaining corporate sponsorship for SUE to help in the funding of the club’s events. Other tasks may involve helping to promote activities organized by the society and participate in leadership discussions/planning.

\*\*\* Although this is a hired position, it requires a joint hiring process with FASA. This means that if you submit an application for this position, the interview process will be held at a different time with a joint SUE/FASA Hiring Team. Details will be emailed to you in response.\*\*\*

**VP Academics:**

The SUE VP Academic is responsible for administering programs to help students succeed as well as advocating to the department for quality education program.

Officially, per our Governance Policies and Procedures, the VP Academic's responsibilities are:

Section V. Vice-President of Academic
The position of Vice-President of Academic shall include the following responsibilities.
They shall:
(a) be responsible for the maintenance of the exam bank, including inventorial documentation;
(b) be responsible for all other material, which may concern the economic academic content of the organization;
(c) be responsible for the maintenance and execution of the Study Group Program, and the Mentorship Program;
(d) advocate on the behalf of members concerning issues of academic integrity to the department.

**Director Positions**

These positions require less commitment and less self-direction than VP roles. You will work with VPs on specific projects and hands-on tasks. If you are unsure of which position is best for you, simply indicate you wish to be a Director in your application.

**Director of Communications**: Overseen by the VP of Communications. This is a creative role perfect for someone with a passion for informing others. Through blog posts, social media posts, and newsletters, you will help ensure club members know the resources/events available to them.

**Director of Administration**: Overseen by the VP of Communications. This is an administration role perfect for someone who has basic computer and communication skills. You will be responsible for replying to club emails and maintaining basic records.

**Director of IT**: Overseen by the VP Communications. This role entails maintaining and updating the club website, posting blogs, and sending communication via online platforms. Will require close cooperation with other Directors of Communication.

**Director of Corporate Sponsorship:** Overseen by the VP External. This is a role for someone who is comfortable reaching out to corporate entities on behalf of SUE in order to gain financial support or other career-focused opportunities for SUE members.

**Directors of Academics**: Overseen by the VP of Academics. These roles help the VP Academic run and maintain the mentorship program, the exam bank, and weekly study sessions. Other responsibilities will depend on the VP Academic’s needs.

**Director of Events**: Overseen by the VP of Events. This role is designed to be an assistant to the VP of Events in order to help meet their responsibilities.