

## **Chief Operating Officer (COO)**

UW Business Ethics Association (BEA) is currently seeking motivated and ethical students to join the officer team for the 2017-18 school year! We will have openings for our Chief Operating Officer (COO), Chief Financial Officer (CFO), and Chief Information Officer (CIO) positions.

BEA's Chief Operating Officer (COO) is responsible for the logistics and back-end planning for the organization.

### **Responsibilities:**

- Submit quarterly calendar events and monthly meeting summaries
- Reserve room for weekly meetings and procure parking passes for speakers
- Attend quarterly corporate relations meetings
- Complete any details to maintain club status and comply with UW requirements
- Other tasks as needed

### **Qualifications:**

- Undergraduate student graduating June 2018 or later required
- Prior attendance at meetings and/or involvement with BEA preferred
- Ability to meet strict deadlines required
- Detail-oriented and flexible mindset
- Collaborative and reliable team player
- Effective verbal and written communication skills
- Self-starter with strong organization skills

To be considered for this position, please complete the officer application [here](#) and email your resume to [huskybea@gmail.com](mailto:huskybea@gmail.com). The application deadline will be end of day Friday, March 31st, 2017.