

University of Waterloo DECA

Junior Executive Position



Term: Fall 2014 to Winter 2015

Club Description:

The University of Waterloo DECA Chapter has been in existence since the year 2000. A student organization dedicated to the professional development of young adults, UW DECA's membership base consists of students from a variety of faculties and academic backgrounds. By offering training programs and internal competitions, UW DECA strives to improve the communication, self-presentation, and critical thinking skills of UW students. Throughout its years of operation, Waterloo DECA has been recognized for its commitment to the growth of its members with numerous awards, most notably the 2012 FEDS Club of the Year and 2012 DECA U Ontario Chapter of the Year. The UW DECA chapter is renowned for its Annual Waterloo DECA Invitational, a two day business conference that has attracted students from across Ontario and Quebec for the past decade.

Role Responsibilities:

As Junior on the Waterloo DECA Executive team, your general role would involve a combination of the following:

- Interacting with team members and external parties to ensure that day-to-day operations run smoothly
- Providing mentorship to the junior members of the Executive Team
- Marketing for the club's events and initiatives through social media and word of mouth

Each Junior Executive will also have a specific area they are expected to lead. Listed below are some of the responsibilities for each area of specialization:

Logistics:

- Devise schedules and confirm details for annual In-House Case Competition and Waterloo DECA Conference
- Communicate with conference partners and other third parties to book venues, catering, etc.

Sponsorship:

- Seek out and establish healthy sponsor relationships with businesses
- Spearhead the sponsorship team's efforts of reaching a predetermined sponsorship goal

External Communications:

- Stay up to date on external conferences held by other DECA U Chapters
- Market internal events to and external populations, and external events to UW DECA members
- Maintain close contact with external chapters

Technology:

- Improve upon the Waterloo DECA Chapter website, along with the conference website
- Implement innovative alternatives to replace outdated procedures

Graphics:

- Create promotional materials to market events and initiatives
- Collaborate with other branches of the Executive team to visualize and design with the UW DECA brand in mind

Membership:

- Manage membership base, overseeing registration to UW DECA and DECA U
- Develop and implement creative ways to engage members and promote internal activities

Application Process:

Send us a copy of your resume to applications@uwdeca.com. Along with the resume, please fill out the online application form by **Sunday, September 21st, 2014.** If selected for the interviewing round, you will be contacted shortly after.