

2018-2019 Computer Science Society Executive Role Descriptions

Thank you for your interest in joining the Computer Science Society (CSS) team! We are seeking driven, passionate, and energetic individuals who have a thirst for change and a set of fresh ideas to join us in the upcoming 2018 – 2019 year. Please read the role descriptions to find which position(s) are a fit for you!



Please submit completed applications to apply@uoit-cssoc.ca

Deadline: **Wednesday, August 29, 2018 at 11:59PM**

What is CSS?

The Computer Science Society was founded with one goal in mind: to assist in the development of a compelling and enriching student experience for those studying Computer Science at UOIT. The two-prong approach for this is as follows:

- 1. Bring improvements to academic enrichment outside of classes.**
 - We can achieve this by offering a wide variety of events such as guest speakers, technical workshops, Hackathons, and additional learning resources.
- 2. Create a close-knit social community among CS students**
 - We plan to host events such as a social mixer, coffeehouse & pub nights
 - We will attend external events together, like Hackathons at other schools.
 - Other professional networking opportunities

Available Roles and Descriptions

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Student Engagement

Social Operations Manager

As the Social Operations Manager, you will be in charge of planning and executing three wide-scale events: Fall & Winter Hackathon and The Computer Science Social Mixer.

The Fall & Winter Hackathon is an initiative which takes place near the middle of the Fall semester to introduce UOIT's collaborate and tinkering culture and environment, while furthering your programming skills. Meanwhile, the Computer Science Social Mixer is CSS' largest event where Computer Science students, faculty, and alumni come together to celebrate a successful year filled with accomplishments and memories.

This role involves collaborating with UOIT's faculty under the umbrella structure to ensure they are well-represented at both events, as well as overseeing all operations of the events from venue booking to execution. Additionally, you will be expected to implement new ideas for both events to improve the overall experience for attendees.

If you're interested in using your creativity and event planning experience to make unforgettable student experiences, this is the role for you!

Qualifications:

- Communication skills – Interacting with the student body on various levels
- Organization skills – Ability to plan and execute comprehensive logistics for an event
- Ability to multitask – Collaborate and support a number of functions within the team while managing the scope of the events
- Time management skills – Ability to prioritize and efficiently manage several tasks
- Proactive work ethic and experience planning large scaled events
- Confident and poised in high pressure situations
- Committed team player and detail-oriented

Student Engagement

Social Development Manager

The Social Development Manager is responsible for planning, organizing, and exploring fun and innovative social events for UOIT's internal team and for all students in the Computer Science program. Through executing said social events, you will be expected to help Computer Science students de-stress and build connections, effectively bolstering and uniting UOIT's student population, while playing a supporting role to benefit CSS' internal culture. You will be expected to proactively plan and establish new social opportunities outside of UOIT to help cultivate a dynamic atmosphere among Computer Science students. The Social Development Manager will also coordinate with sponsors and CSS' team members to ensure consistent output of high-quality initiatives.

Qualifications:

- Extroverted, charismatic, and passionate
- Interpersonal skills – Ability to connect with students and a team on a personal level
- Organization skills – Ability to plan and execute comprehensive logistics for an event
- Time management skills – Ability to prioritize and efficiently manage several tasks head-on
- Dedicated to interacting with and advocating for students from a social perspective
- Ability to uphold and foster cohesiveness, chemistry, and a positive atmosphere within the CSS team and within the UOIT umbrella structure

Student Engagement

Student Development Manager

The Student Development Manager will be responsible for managing and strengthening relationships with alumni. The individual will also work closely with the UOIT Team to continue CSS's mentorship program and to deliver the first-ever Student-to-Senior Coffee Chat program.

Furthermore, the Student Development Manager will be responsible for managing CSS' LinkedIn network and engaging with alumni alongside the marketing function to share program and extra-curricular updates.

If you're interested in spearheading a brand-new program that benefits the professional development of UOIT's Computer Science students, then this is the role for you!

Qualifications:

- Strong organizational skills to manage and record the progression of several alumni-to-student programs
- Excellent time management skills
- High level of confidence meeting new students, organizations, major corporations, etc.
- Ability to abide by strict deadlines while under a heavy workload
- Well-developed interpersonal and relationship management skills
- Proven oral and written communication skills - Possesses the ability to effectively communicate with alumni, fellow students, and the CSS team
- Experience with CRM or database management is an asset
- Experience in a mentorship program is an asset

Marketing and Communications

Marketing Manager

Does advertising, branding, and public relations interest you? If so, then the Marketing Manager position may be the right fit for you!

The Marketing Managers will be responsible for cohesively collaborating with a team to develop all advertising, branding and promotional material from conceptualization to completion. As a vital role in the CSS organization, the Marketing Managers will be responsible for prolonging overall branding for the benefit of CSS and the Computer Science program. You will be in charge of various marketing campaigns from print, to digital, to guerilla. This role asks for someone who has a passion for creative projects, can take initiative over tasks, and are constantly looking to bring new ideas to the table.

Reporting and promoting all events and initiatives within the Computer Science program and extra-curricular clubs, in addition to developing insightful and relevant content, CSS' Marketing Managers will be responsible for engaging the student body to contribute towards a more cohesive and collaborative culture.

Qualifications:

- Stellar written communication skills to publish comprehensible articles
- Able to think outside the box and bring creative ideas to fruition
- Time-management skills (due to heavy workload throughout various points in the year)
- Extremely detail-oriented with the ability to carefully quality control media content
- Able to understand the student body (their market) and accurately cater to their campaigns
- Proficiency in Adobe Creative Suite and working knowledge of video editing software (FinalCutPro, Premiere, etc.) is considered an asset

Marketing and Communications

Digital Solutions Manager

As the Digital Solutions Manager, you will develop, manage and oversee CSS' brand via the website platform and increase user activity on the website. While overseeing the scope of CSS' digital presence and strategy, you will also actively lead the creation and implementation of various online marketing strategies. The Digital Solutions Manager will further be responsible for the management, redesign and optimization of existing communication pipelines for efficiency.

Technical Requirements:

- Proficiency in HTML, CSS
- Knowledge of content management systems (such as WordPress)
- Knowledge of search engine optimization practices
- Basic proficiency in Adobe Photoshop (or similar) is preferred but not required
- Proficiency in JavaScript and PHP is preferred but not required Knowledge of FTP and SQL is an asset

Qualifications:

- Detail-oriented with the ability to think quantitatively and qualitatively
- Ability to work independently
- Active, strong communication skills
- Time management skills and the ability to continuously prioritize tasks
- Ability to conceptualize ideas and translate visions onto the digital space
- Self-motivated with the ability to produce innovative and creative ideas
- Previous experience of website designing is preferred
- The ability to constantly think creatively is an asset

Development and Growth

Human Resources Manager

The role of the Human Resources Manager is to maintain and administer internal growth through workshops, events, and executive resources. The HR Manager will work alongside the Development and Growth team to support and implement all development initiatives within CSS, as well as externally. Alongside this, the HR Manager will be responsible for recording the minutes for meetings and allocating them amongst the executive team.

The HR Manager will also organize and spearhead the Associate Program, including planning the program, orchestrating the hiring process, and developing the associate calendar. Within the Associate Program, the HR Manager is responsible for overseeing all Associate Projects, leading these associates through event planning processes, and providing assistance as required. They are also responsible for the professional development of these Associates, organizing and hosting monthly workshops, and monitoring the overall growth and progress.

If you are passionate about helping students realize their full potential, coaching, mentoring, and providing opportunities for professional development and growth, then this is the role for you!

Qualifications:

- Creative – Willingness and ability to innovate
- Strong communication abilities
- People-oriented – Ability to connect with students on an individual basis
- Strong interpersonal and intrapersonal skills
- Proactive towards team development
- Ability to multi-task – can take on multiple projects simultaneously while fulfilling commitment to each one
- A committed team player and leader who strives to find and provide opportunities of growth for each Associate
- Passion and willingness to coach Associates to realize their utmost potential

Development and Growth

Data Analytics Manager

The Data Analytics Manager will be responsible for updating, maintaining, and developing CSS' Customer Relationship Management (CRM) Database and translating data gathered from events into useful insights. The individual will work with CSS' club executives in order to ensure accuracy and transparency of data while thinking of ways to innovate and improve the system, while acting as the first point of contact for any CRM assistance required by other development teams.

The Data Analytics Manager will also be responsible for post-event analysis, evaluating things like event outreach, membership sign-ups, event attendance and more. Other tasks include tracking and monitoring monitor conversion rates of each club and collaborating with the team to effectively gather and analyze all relevant data to assist with stronger decision making in extra-curricular initiatives

Qualifications:

- Capable of qualitative and quantitative thinking
- Willingness and ability to innovate aforementioned responsibilities
- Experience with CRM or databases is an asset
- Experience with relationship management and outreach is an asset
- Ability to innovate new programs in alumni engagement
- Strong interpersonal communication abilities; both written and oral

Development and Growth

Corporate Relations Manager

The Corporate Relations Managers are responsible for building relationships for both internal and external stakeholders. A major task is to identify and pursue corporate sponsorship opportunities, while developing strategies to attract and secure new sponsors throughout the entire year. They will maintain and strengthen existing relationships with returning sponsors to ensure that sponsorship benefits are honoured and also develop new relationships with external organizations to support all initiatives within the community.

Under the new CSS Umbrella structure, the task of a Corporate Relations Manager in CSS' is to advocate on behalf of CSS and identify opportunities for higher levels of sponsorship. The CR Manager will assist CSS' and the UOIT Umbrella with larger initiatives, such as conferences and case competitions, and seek job opportunities for students. CR Managers will further assist in student development initiatives and work alongside the Development and Growth team to help support and implement all development initiatives (such as skill workshops i.e. SAP Training, Excel Training workshops, etc.)

Qualifications:

- Willingness and ability to innovate aforementioned responsibilities
- Well-developed interpersonal and relationship management skills
- Strong communication abilities; both written and oral (corporate communications)
- Strong initiative to understand CSS and the clubs on a micro and macro level and find opportunities for growth and development
- Willingness to explore new areas of development for CSS, the clubs, and the student body
- Strong negotiation skills, and persuasive skills (sales experience an asset)
- High level of confidence meeting new students, organizations, major corporations, etc.
- Ability to abide by strict deadlines while under a heavy workload

Clubs and Academics

Academic Advocacy Manager

As an Academic Advocacy Manager, you will be expected to actively encourage and engage the student body to voice their opinion about any potential policy changes and to understand the needs of Computer Science students not in the co-op program. This role entails gathering and assessing data, and later, providing recommendations for any necessary changes and/or updates to existing policies. The Academic Advocacy Manager will also liaise between both the faculty and students to effectively communicate and expand on current academic policies and procedures.

Additionally, the Academic Advocacy Manager will be responsible for conducting reports and hosting the Annual General Meeting to inform the students about the impact their opinions have had on any potential changes made.

If you are passionate about enhancing UOIT's overall academic experience and the opportunities for students not in the co-op program, this is the role for you!

Qualifications:

- Communication skills – Maintain a transparent relationship with the student body and various faculty members
- Problem Analysis skills – Can effectively analyze the pros and cons associated with each policy change and determine the best solutions
- Analytical skills – Ability to draw insights from data gathered through surveys distributed to students
- Researching skills – Work in collaboration with faculty members to research various academic policies
- Time Management Skills – Ability to prioritize and efficiently manage a number of tasks head-on

Clubs and Academics

Operations Manager

Does planning and executing events interest you? As the Operations Manager, you will be developing and organizing initiatives that are not offered to provide students with practical and relevant skills applicable in a real-world setting.

These operational initiatives can take the form of information sessions, workshops, competitions, networking events, etc. The Operations Manager will also play a vital role in assisting CSS members within the umbrella structure with any needs related to planning and organizing an event.

Qualifications:

- Detail-Oriented – Capable of recognizing minor details to effectively organize a smoothly operated event
- Ability to prioritize and multi-task – Securing corporate representatives, planning event structure, and performing other tasks while meeting a deadline
- Communication skills – Possesses the ability to effectively communicate with industry professionals and fellow students
- Organization skills - Ability to plan and execute comprehensive logistics for an event
- Knowledge of business fundamentals – Possesses core knowledge of different business fields as well as sufficient knowledge of case-writing and the foundation of business cases