



APPLICATION FORM

DAN Management Students' Association

APPLICATION FORM 2013-2014

Application due Sunday September 22nd 2013 at 11:59PM

Please send application form, class schedule and copy of resume to dmsawestern@gmail.com with Subject Line: **"NAME, POSITION TITLE Application"**. If you have questions please email us with Subject Line: **"NAME, Question regarding POSITION/ISSUE"**

Application Form

Name:
Student Number:
Year & Stream:
Email (@uwo.ca preferred):
Position Applying For*:

Please attach your resume (2 single-sided pages MAXIMUM), class schedule, and answers to the following questions in your application. Applications that do not include these three components will NOT be considered.

*Applicants are welcome to apply for a maximum of TWO positions within the executive, but must respond to application questions separately for EACH of the two positions. Identical responses for different positions will render your second choice void.

1. Why do we want you? Upon reading the position description, what skills or experience do you possess that make you an asset to our team within this role? (Example: Bookkeeping experience, Graphic Design skills, Public Speaking ability, Leadership experience, etc.) Be specific to this position and what you can bring to the table. **500 word maximum.**
2. As an executive you will become a key contributor to weekly planning meetings for your team. What ideas do you have to contribute to your respective committee (Finance, Academics, Events, Communications, or Presidential Board)? Example: Plan for sponsorship, Idea for reaching out to members, New Event Idea, etc. **300 word maximum.**
3. As a member of the DMSA Executive, you will be partly responsible for ensuring the success of the club and the satisfaction of our members. What drives you to want to represent the DAN Management Program in this way? Are you comfortable with public speaking? **200 word maximum.**
4. In addition to DMSA, what other clubs and/or responsibilities will you be involved with over the 2013-2014 school year and in what capacity? **100 word maximum.**
5. Should you not receive this position or if you are looking for a smaller commitment, are you willing to support us as part of our Leadership Team? **(Yes/No)**

Thank you for considering the DMSA team among one of your commitments this year. We will do our best to accommodate as many talented individuals in our team as possible. Interviews will be scheduled for the week of September 30th, and you will be notified by September 27th should you receive an interview with us.





POSITION DESCRIPTIONS

DAN Management Students' Association

FINANCE PORTFOLIO

FINANCE DIRECTOR

Job Description:

- Main responsibility is to assist in all aspect of DMSA Finances
- Team with other finance team directors in their specific responsibilities
- Research and approach possible funding sources
- Research and help organize possible merchandising options
- Assist VP Finance in making financial statements and monitoring finances of the club
- Must be able to work with the Student Life department and abide by all USC policies regarding financial procedures
- Able to attend weekly meetings

1 position available

FUNDING DIRECTOR

Job Description:

- Main responsibility is to find potential funding sources for DMSA
 - Examples: Sponsorship, grants, partnerships, and other funding sources
- Prepare a sponsorship package showcasing the club and our use for the funds as well as completing necessary paperwork needed to seek out and secure different types of funding
- Research possible funding sources to ensure that their principles line up with the principles and goals of DMSA
- Must be able to match the needs of the club with the demands of sponsors
- Spearhead and assist in planning and executing sponsorship related events.
 - Example: Company A sponsors us and in exchange they want us to hold an event on behalf of DMSA and Company A
- Must be able to work with the Student Life department and abide by all USC policies regarding funding
- Able to attend weekly meetings

2 positions available

MERCHANDISING DIRECTOR

Job Description:

- Main responsibility is to organize the sale and distribution of DAN Management merchandise
- Prepare and assist with the promotion of merchandise to students, members and faculty
- Must organize orders, ensure items bought are retrieved by students and work with merchandise supplier
- Must be able to work with the Student Life department, DAN Department and abide by all USC policies regarding sale of merchandise
- Able to attend weekly meetings

2 positions available

ACADEMICS PORTFOLIO

CLUBS GOVERNANCE OFFICER

Job Description:

- Knowledge of the USC club governance and operations (You will learn what club constitutions are, how to make amendments, what an AGA is and how to conduct USC club meetings in general)
- Become aware of campaigns for our USC, faculty councils and clubs
- Taking minutes at club meetings, where all executive members are present *while* managing all minutes from weekly portfolio meetings
- Effective communication and organizational skills are a must
- This individual must be punctual and will be asked to attend weekly meetings throughout the year
- Able to attend weekly meetings

1 position available

PUBLIC RELATIONS OFFICER

Job Description:

- Highly effective communication skills, verbal and written, and a high level of professionalism required for dealing with external parties
- Ability to assist the Department Representative by responding to inquiries about how to get involved within DMSA and the DAN program
- Effective communication and organizational skills are a must
- Manage online communications such as email and LinkedIn between members, students and external parties on behalf of the DMSA
- Able to attend weekly meetings

2 positions available

COMMUNICATIONS PORTFOLIO

PHOTOGRAPHER/ VIDEOGRAPHER

Job Description:

- Familiar with use of high quality digital and video cameras
- Has their own equipment to work with (camera will not be provided)
- Familiar with photo editing software such as iPhoto, and Photoshop
- Willing to attend all DMSA events and record images and video
- Able to attend weekly meetings

1 or 2 positions available depending on applications received

COMMUNICATIONS DIRECTOR

Job Description:

- Acts as an assistant for VP Communications
- Has a strong skill set in Communications
- Willing to print, deliver and distribute pertinent event communications
- Brainstorm and assist in the creation of DMSA content

- Team with other communication team directors in their specific responsibilities
- Must be able to work with the Student Life department and abide by all USC policies regarding communication restrictions and procedures
- Able to attend weekly meetings
- **1 position available**

SOCIAL MEDIA DIRECTOR

Job Description:

- Extensive knowledge and practice of social media platforms such as Twitter, Instagram, Facebook, LinkedIn and Youtube
- Updates will include information about upcoming events, program-related information and relevant business industry news
- Updates will be done bi-weekly on all of DMSA's social media pages
- This individual must be punctual and will be asked to attend weekly meetings throughout the year
- Able to attend weekly meetings

1 position available

EVENTS PORTFOLIO

EVENTS PLANNING DIRECTOR

Job Description:

- Work directly with the VP Events to propose, plan, coordinate, and execute the formal and informal events hosted by DMSA
- Booking spaces for events, coordinating and managing schedules, being available for scheduled ticket sales, promoting events
- Requires several hours of commitment per week near event dates
- Contacting membership, faculty/professors, alumni and company/organizational representatives with utmost levels of professionalism
- Strong written and verbal communication skills
- Available to attend all or most of the events hosted by DMSA, and should work well in teams
- Able to attend weekly meetings

2 positions available

STREAM DELEGATE

Job Description:

There will be one position available to represent each of the five streams of the DAN Management Program.

- Positions include: Finance Delegate (1), Commercial Aviation Management Delegate (1), Accounting Delegate (1), Consumer Behaviour Delegate (1) and Human Resources Delegate (1)
- Requires an individual to be an "expert" in their respective stream of the program
- Able to offer insights about this stream in regards to which courses are offered and knowing the professors within this section of the program
- Knowledge of the fields most graduates of this stream involve themselves in and which employers are key recruiters in this area
- Remain up to date of current events within the business world, specific to this stream
- Be accessible to all students within your stream
- Collaborate with other delegates and events planning directors to host stream-specific and general club events

5 positions available

PRESIDENTIAL BOARD

DIRECTOR OF MARKETING

Job Description:

This position requires an individual with proven skills in graphic design, content creation and communications. Any web design abilities are also welcomed. You will assist the VP Communications and President in building the DMSA brand through creating unique graphics, presentation material and imagery.

- Create club graphics to be shared on social media platforms, university websites and for printed communications
- Communicate branded content to DMSA Executive, Leadership Team and general members
- Be available to promptly create, modify and distribute DMSA content
- Able to attend weekly meetings

1 position available

DIRECTOR OF PROMOTIONS

Job Description:

- Requires an individual willing to coordinate and lead the DMSA Leadership Team and Class Representatives
- Reporting directly to our President, the director of promotions must ensure pertinent club communications reach all of our leaders
- Create schedule of MOS classes and ensure DMSA representation in each class sections
- Communicate DMSA announcements to Leadership Team and Class Representatives
- Be available to promptly provide updates, manage multiple communications and answer/relay team questions
- Ensure promotional materials get passed down to DMSA members in a timely fashion
- Able to attend weekly meetings

1 position available

LEADERSHIP TEAM

NOTE: ONLY RESPOND TO QUESTION #1 and 5 IN APPLICATION.

Job Description:

The DMSA Leadership Team comprises some of our association's most dedicated members. Leadership Team members consist of our "go-to" list of volunteers to assist in the planning, promotion and execution of various DMSA initiatives.

- Team goal is to enable the DMSA a well-known, well-used community at Western University
- Team commitments tracked by executive team and each involvement is ranked on scale between 1 (poor) - 5 (outstanding)
- Commitment to the team can range
 - Simply sharing social media updates among online networks
 - Attending full-executive meetings to assist in our programming
 - Volunteering time to promote specific events or sell merchandise
- Each team member's commitment can be rewarded and recognized through a letter of reference upon request during this academic year
 - ONLY available if member's commitments are clearly demonstrated to our executive
- Able to attend possible weekly/bi weekly meetings

CLASS REPRESENTATIVE

NOTE: ONLY RESPOND TO QUESTIONS #3, 4, 5 IN APPLICATION

Job Description:

Class representatives for the DMSA act as the liaison between our association, the program and YOUR class section of a given course.

- Class representatives act as part of the DMSA Leadership Team
- Must be comfortable with public speaking
- Develop close relationship with class Professor/Instructor
- Make frequent class announcements regarding DMSA and Program Initiatives before lectures begin
- Act as leader for your respective course section in answering questions or directing peers to various resources
- Responsible for keeping up with club communications and relaying important information from club to members in their classes
- Able to attend possible weekly/ bi weekly meetings

Maximum 2 positions available per class section

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