



**Sobey School
of Business**

Saint Mary's University

COMMERCE SOCIETY

The Sobey School of Business Commerce Society is a student-run society at Saint Mary's University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member's skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.

Position: IT Director & Graphic Designer
Term: 2022 - 2023
Estimate Hours per Week: 2 - 5

ROLE PROFILE: Apply your creative and technological talents as the IT Director and Graphic Designer. Design digital and print media for our events, update our website, and coordinate, set up and maintain the audio and visual aspects of our events.

Duties may include but are not limited to:

- Design Media Content for all events using Canva
- Update content on website using Wix.com with announcements, events pictures and general media
- Coordinating, setting up and maintaining the visual and audio aspects of events
- Aid President in the creation and maintenance of back end processes
- Assisting in executing and attending Commerce Society events
- Directly aiding in the planning and organization of at least one society event

Competencies (Experience is an asset but not required):

- Creativity, Marketing and Technical Skills
- Basic knowledge of graphic design, Wix.com and Canva
- Basic knowledge of computers and audio systems
- Google Drive, Microsoft Powerpoint, Trello

This position is open to all Saint Mary's University students with any background and major. This opportunity is ideal for a hardworking, self-motivated student who values the importance of teamwork and can demonstrate excellent communication & organizational skills. Past experience of working in student groups and societies will be an asset.

To apply for this position please fill out this google form <https://forms.gle/RFADRUD1V65dCkAq8> ensuring to attach a brief resume and cover letter in your application. Applications close Friday April 20, at 11:59pm, late submissions will not be considered. If you have any questions about the position, please email us at Commercesociety.smu@gmail.com