



March 2012 - Available Positions

Deadline for online submissions: **Friday March 2nd, 2012 at 1:00pm** - **NO EXCEPTIONS**

We would like to thank all applicants but only those selected for an interview will be contacted by Monday, March 5th, 2012.

Disclaimer:

1) Successful candidates should be prepared to commit to their position for a minimum of 9 months. Candidates are also expected to attend most of UBC DAP Student Club's events throughout the year.

2) As a representative of the UBC Dap Student Club, successful candidates are expected not only to fulfill their assigned responsibilities, but also to conduct themselves in a professional manner as a UBC Dap Student Club Executive. Failure to comply may result in termination by committee from the UBC DAP Student Club.

VICE PRESIDENT INTERNAL (1 position available)

The VP Internal oversees and is responsible for all internal club affairs. The ideal candidate will be organized, comfortable with public speaking, taking initiative and possesses leadership qualities. Candidates with prior experience working in student clubs and/or not-for-profit organizations, preferably acting at an executive level, will be favored. Duties of the VP Internal include, but are not limited to, coordinating, assisting and supporting the events team with several events throughout the year, presenting or giving opening remarks at DAP events and working with and/or supporting the other DAP Club Executives in many other ways.

TREASURER (1 position available)

The Treasurer of the UBC DAP Student Club is responsible for overseeing the Club's budget and finances throughout the year. The ideal candidate will be organized and comfortable with compiling financial statements. Working closely with the Communications Officer, the duties of the Treasurer include but are not limited to:

- Assigning budgets for UBC DAP Student Club events
- Maintaining record and state of the UBC DAP Student Club's finances
- Accounts payable / receivable
- Working with the Communications Officer to oversee the operation of DAP student business cards
- Safekeeping of cash box and cheque books

COMMUNICATIONS OFFICER (1 position available)



The communication officer is responsible for all communications between the DAP office, the DAP students, and the DAP student club. The ideal candidate should be organized, self motivated and responsible. Duties of the Communication Officer include but are not limited to:

- Maintaining the DAP student club general inquiries emails
- Scheduling meeting times, meeting minutes, and other internal club communications
- Coordinating student business cards sales with the Treasurer
- Acting as bookings rep for the club and ensuring all room bookings are done well in advance when needed
- Forwarding student emails to the DAP Office to be sent out prior to events

SPONSORSHIP OFFICER (2 positions available)

Sponsorship Officers are responsible for obtaining sponsorship from external sources (e.g. accounting firms) for the purpose of maintaining operation of the UBC DAP Student Club. The ideal candidate should have previous experience in sales, marketing and/or club sponsorship. Duties of Sponsorship Officers include but are not limited to:

- Drafting of sponsorship packages for prospective sponsors
- Establishing contacts with potential sponsoring firms through sponsorship appointments
- Continuously seeking potential sponsorship opportunities
- Attending sponsorship meetings with the President and/or Vice-President
- Meeting pre-determined year-end sponsorship targets
- Ensuring the student Photobook is completed on time and distributed to all sponsors

EVENTS OFFICER (3 position available)

Events officers are responsible for organizing all club events which include the UBC DAP and UBC Accounting Club BBQ, DAP Alumni Night, the DAP Monte Carlo Casino Night, and other future DAP related events. The ideal candidate should have previous experience in event planning for non-profit organizations or student clubs.

Duties of the Events Officers include but are not limited to:

- Meeting with vendors
- Setting up and securing event space
- Registration
- Drafting emails for events
- Communication with firm representatives
- Collecting door prizes from firms

DESIGNATION OFFICER – CA (1 position available)

Designation Officer – CA is responsible for promoting growth and awareness of the CA designation with DAP Students. Duties of the Designation Officer – CA include but are not limited to:

- Maintaining and expanding relationship with ICABC
 - Attending monthly meetings at the ICABC office in downtown Vancouver
 - Actively promoting the CA designation to DAP Students
 - Project lead on all CA-related events
 - Contribution of CA-related sponsorships
 - Being the first point of student contact for CA-related inquiries
- * Preference will be given to candidates interested in pursuing a CA designation upon completion of



the DAP program.

DESIGNATION OFFICER – CGA (1 position available)

Designation Officer - CGA is responsible for promoting growth and awareness of the CGA designation with DAP Students. Duties of the Designation Officer – CGA include but are not limited to:

- Maintaining and expanding relationship with CGA-BC institute
- Actively promoting the CGA designation to DAP Students
- Project lead on all CGA-related events
- Contribution of CGA related sponsorships
- Being the first point of student contact for CGA-related inquiries

* Preference will be given to candidates interested in pursuing a CGA designation upon completion of the DAP program.

DESIGNATION OFFICER – CMA/CPA (1 position available)

Designation Officer – CMA/CPA is responsible for promoting growth and awareness of the CMA/CPA designation with DAP Students. Duties of the Designation Officer – CMA/CPA include but are not limited to:

- Maintaining and expanding relationship with CMA institute and CPA excel and CPA Becker
- Actively promoting the CMA/CPA designation to DAP Students
- Project lead on all CMA/CPA-related events
- Contribution of CMA/CPA-related sponsorships
- Being first point of student contact for CMA/CPA-related inquiries

* Preference will be given to candidates interested in pursuing a CMA or CPA designation upon completion of the DAP program.

WEBMASTER (1 position available)

The Webmaster is responsible for the design and upkeep of the DAP Student Club website. The ideal candidate should have experience with web design. Duties of the Webmaster include but are not limited to:

- Promoting all DAP Student Club related events to students through the DAP Club website and other group pages
- Ensuring the DAP Student Club facebook page and twitter account is kept up to date

* Please be prepared to present a portfolio of websites done in the past at the time of your interview.