

Vice President of Communications



Title of Position	Vice-President of Communications
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 20-25 hrs/week throughout the school year. (~40 hrs/week in September and January)
Position Summary	The VP Communication serves on the executive council of the MUS as a communication channel between the MUS and the student body.
Portfolio	<ul style="list-style-type: none"> • Executive Council • Chairs VP Internal Portfolio • Translators • Bull & Bear • Agenda • Mass Emails • Widget • Website • Media Team • Brand management <ul style="list-style-type: none"> ○ MUSAA (MUS Ad Agency)
Main Responsibilities	<ul style="list-style-type: none"> • Recruit, select and manage a team of portfolio members • Facilitate meetings with portfolio members and support their work • Attend MUS Executive Council meetings and Board of Director meetings • Manage the various mediums of communication within the faculty (mass email, TVs, and Sandiford backgrounds)
Qualifications	<ul style="list-style-type: none"> • Minimum GPA of 2.5 • Professional written, verbal communication and interpersonal skills • Ability to recognize the value of information to the target audience • Ability to manage diverse teams with creative and technical thoughts and motivate these teams to produce quality materials within tight timeframes • Ability to find innovative ways of increasing the effectiveness of communication within the faculty • Familiarity with social media
Anticipated Projects	<ul style="list-style-type: none"> • Corporate Relations Program