

# COOP PLACEMENT / SUMMER STUDENT JOB DESCRIPTION



## MISSION

November 2018

The Coop Placement / Summer Student position is a full-time temporary position intended specifically for post-secondary students who are enrolled in school, seeking term coop or summer employment, and returning to school after the work term.

The primary responsibilities of this position are to support project / conference teams in the planning of events. The successful applicant enjoys working in teams, has excellent communication and data management skills, is highly professional and aligned with BUKSA's core values, and thrives in a fast-paced environment.

This position is based in Edmonton, with some travel required. Ongoing training and mentoring will be provided throughout the term placement.

## ACCOUNTABILITIES

Effective and professional communication, both verbal and written, at all times	Make travel and accommodation arrangements
Prepare correspondence and liaise suppliers, speakers, exhibitors, and sponsors	Maintain project filing systems and databases
Schedule appointments, meetings, and teleconferences and prepare meeting packages	Answer phones and respond to telephone and email inquiries
Assist with facility selection and coordination	Respond to registration enquiries
Prepare marketing materials, coordinate distribution	Prepare correspondence, draft documents, mail merges
Assist with speaker follow-up, conduct logistic follow-up (travel, required information and materials)	Assist on-site in the execution of conferences
Collate and distribute participant evaluations	Prepare delegate packages
	Other duties as required

# COOP PLACEMENT / SUMMER STUDENT JOB DESCRIPTION



## KEY COMPETENCIES

---

Communication, written & oral	Attention to Detail	Initiative	Accuracy
Organized	Integrity	Team Player	Adaptability and Flexibility
Self-Awareness			

## OTHER REQUIREMENTS

---

- Must be a post-secondary student
- Experience with Microsoft Office (Word, Access, Outlook, PowerPoint and Excel) and databases
- Driver's license and own vehicle an asset
- Some travel required
- Excellent written and verbal communication
- French speaking and writing abilities an asset
- Ability to actively and consistently represent the values and goals of the company

**Compensation** \$18/hour

**Start Date** January 9 2018 for Winter Term; May 6 for spring term

## APPLICATIONS

---

To apply, complete the Career History Form on the BUKSA website ([www.buksa.com/Careers](http://www.buksa.com/Careers)), and email it along with a cover letter and resume to [careers@buksa.com](mailto:careers@buksa.com).

Applications submitted without the Career History Form will not be considered. Only applicants selected for an interview will be contacted.

We look forward to hearing from you!