



Title of Position:	Head, Scarborough Unit
Location:	University of Toronto Scarborough
Hiring Manager:	President
Recruiter:	Director, Human Resources
Date Posted:	April 3, 2011 (applications will be reviewed on an on-going basis)
Send Application to:	hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for one of the most important leader in our organization, the Head, Scarborough Unit, who will also be a member of the Executive Committee. The main objective of this senior management role is to oversee the operations and projects of Scarborough Unit. The minimum work load is forty (40) hours per month, and the minimum commitment is one (1) full year.

Main Responsibilities

- Participate in the annual objective setting process
- As a member of the Executive Committee and the Management Committee, participate in strategic projects as well as short-term and long-term planning
- Prepare all budgets of the Scarborough Unit in accordance with the organization’s priorities as determined by the Executive Committee
- Manage the Scarborough Unit team, and ensure effective communications and collaborations between the Scarborough Unit and the rest of the organization
- Oversee the operations of Marketing, Sponsorship, Public Relations and Human Resources functions within the Scarborough Unit
- Oversee the execution of event plans of the Scarborough Unit
- Lead key business negotiations on behalf of the Scarborough Unit
- Participate in *ad hoc* requests supporting organizational activities

Requirements

- Outstanding leadership, verbal and written communication, interpersonal, business negotiation, analytical, problem solving, and organizational skills with attention to detail
- Highly innovative self-starter with the ability to work independently and under pressure
- Strong project management skills with preference given to individuals with solid experience in event planning and coordination
- Positive attitude with the ability to deal with frustration

