



## Application for Business Week Committee 2012

*Please print neatly or type*

Name:

Campus email:

Phone:

Major:

Minor:

Expected Graduation:

GPA:

I was a Business Week mentor      Y   N

I was a Business Week Mentee   Y   N

Help us learn about you by responding to the questions listed below. You can continue your response on the back or type on a separate sheet.

1. Being **organized** is an essential skill for Business Week Team Members. What can you tell us about how you keep track of your different responsibilities, commitments and projects?
  
  
  
  
  
  
  
  
  
  
2. There are many times when Business Week Team Members need to **collaborate** to make decisions, set priorities and complete tasks. Tell about a time you worked in a small group. Explain what your experience that taught you that will help you in future situations.
  
  
  
  
  
  
  
  
  
  
3. We **communicate** extensively within our team all year as we prepare for and implement Business Week events. Business professionals use emails, phone calls and memos to communicate with one another. Describe three things you think are especially important to remember about being an effective communicator.

4. **Public speaking** is a shared responsibility for members of the Business Week Team. We do a lot of classroom and RSO presentations and also introduce many guest speakers at events. If you enjoy public speaking, describe 2 or 3 tips or strategies that enable you to make engaging presentations. If you are new to public speaking, describe 2 or 3 things you would be willing to do to improve your skills in that area.
  
5. List any RSO in which you are active. If you are an RSO officer, tell your position. What are the two most valuable things you've learned through your **involvement**?

❖ **Please read if you are just completing your freshman year.**

We welcome your application! If selected you will be assigned to the Implementation Team and partnered with a member of the Steering Committee. Through the year you will work actively with your partner to plan and implement events or complete responsibilities associated with that position.

This provides significant hands-on experience, helps you to learn more about the various Business Week roles and hopefully prepare you for a position of greater responsibility the following year. Please review the job descriptions below, and list the Steering Committee positions of greatest interest to you.

**All other applicants - please review the Executive and Steering Committee job descriptions provided below.**

### **Executive Committee Positions (open to juniors and seniors only)**

#### **President –**

Strong organization and communication skills, along with the ability to delegate and set priorities, are essential in this role. The Business Week President oversees all aspects of the planning and implementing of Business Week in direct partnership with the Dean's Office. The main focus is insuring the rest of the Business Week team make decisions and fulfill their responsibilities in a quality manner. To achieve these targets, the president meets weekly with the Business Week Advisor, the VP/IMC Coordinator and Secretary. Accepting employment in the Dean's Office 8-10 hours a week during fall and spring semesters is required. Specific responsibilities include:

- Establish meeting agendas and timelines relevant to current priorities
- Conducting effective full-team and small group meetings
- Developing proactive timelines with event coordinators and doing follow-up to insure deadlines are met
- Providing consistent updates and communications on the team's progress to various audiences
- Serving as the representative to COBEC and as a spokesperson for the organization

## **Vice President/IMC Coordinator –**

Preference is given to marketing majors for this position since specific skills and understanding are necessary to effectively fulfill the role. It is the responsibility of the VP/IMC Coordinator to oversee the development of all marketing and communication materials related to the promotion of Business Week. Close collaboration with the Business Week Advisor and University Marketing Communications is required. Responsibilities include:

- Meeting regularly with the President, Secretary and Advisor to establish meeting agendas and timelines relevant to current priorities
- Developing the Business Week brochure, advertisements, ads, signage and other print materials based on timelines provided by University Marketing Communications staff
- Creating Business 100, RSO and classroom presentations that showcase benefits of Business Week participation
- Coaching members of the Business Week team so they make engaging classroom and RSO presentations and deliver effective introductions for guest speakers
- Directing the work of the Assistant IMC Coordinator to insure consistent messaging and a comprehensive communications plan is executed so participation levels at all events is strong.

## **Secretary –**

Strong organizational skills and attention to detail are vital in this role. The Secretary creates and maintains essential records and documents for the organization, supports the work of the President and VP/IMC Coordinator and oversees several processes to streamline the planning, promotion and execution of Business Week. Responsibilities include:

- Meeting regularly with the President, VP/IMC Coordinator and Advisor to establish meeting agendas and timelines relevant to current priorities
- Takes and distributes meeting minutes
- Develops and manages multiple spreadsheets and e-schedules related to the planning, promotion, staffing and execution of Business Week
- Helps President manage long-range planning, timelines and the scheduling of small group meetings
- Assists Business Week Advisor with invitations, thank you notes, gifts and parking vouchers for guests

## **Steering Committee Positions (open to all applicants)**

**Mentoring Coordinator** – Organizing, communicating and collaborating are key skills for students interested in this position. The Mentor Coordinator works in partnership with the Business Week Advisor soliciting and organizing fall nominations from faculty for juniors and seniors to serve as Business Week Mentors. Presentations in Business 100 classes in mid- November and mid-February result in a pool of nominees for mentees.

Developing emails, letters, spreadsheets, schedules and a variety of printing projects associated with the nomination, selection, training and partnering of mentors and mentees are key responsibilities. Managing the training day, recognition ceremony and luncheon and assisting with the Keynote Networking Reception are other important tasks.

**Catering and Facilities Coordinator** – From presentation technology and clickers, to organizing banquets, the person in this role insures all the behind-the-scenes elements of Business Week run smoothly. Beginning months in advance, the catering and facilities coordinator insures tables, sign standards and classrooms are reserved.

They arrange catering for all Business Week events, provide on-the-spot trouble-shooting during events and coordinate with Bone Center Staff and our College of Business Technology Director and all Business Week Coordinators on logistics.

**Professional Development Coordinator** – Understanding the need to develop a polished professional identity as a young professional is essential to this role. During the fall, this individual leads short activities to help Business Week team members grow as leaders, communicators and event managers.

Because we remain responsive to changing student needs, the Professional Development Coordinator has significant opportunities to shape the Monday night event which brings students into contact with industry professionals and helps participants build soft skills today's employers value. Handling the logistics for Mock Interviews with external partners is another key responsibility.

**Transition Seminar and Alumni Coordinator** – If you recognize there is a lot more to early career success than book smarts you're a great candidate for this role. Advice from Early Career Achievement Awards winners, Advisory Council and College of Business Alumni Network members provides a starting point for developing mini-seminar topics designed to help students avoid career pitfalls and embarrassing blunders.

Working in partnership with the Business Week Advisor this person matches alumni speakers to session topics, handles the logistics for the evening seminars and assists with elements of the College of Business Hall of Fame.

**Corporate Social Responsibility (CSR) and RSO Coordinator** – Giving back to the community by individuals and employers is an expectation in today's business environment. As Corporate Social Responsibility and RSO Coordinator you facilitate a service project involving most of the Registered Student Organizations in the College of Business.

Together they help Bloomington-Normal, while connecting RSO presidents with participants from the Business Week Mentoring Program who join them for the service event. Active outreach to RSOs presidents, the Mentor Program Coordinator, as well as coordination with city offices/community organizations are also involved.

**Assistant IMC Coordinator** – Working in direct partnership with the VP/IMC Coordinator, the person selected for this role utilizes photography, video, social media and new market technologies to build awareness and strong participation levels in all the Business Week events.

Helping with presentations, managing the printing of materials required by other Business Week coordinators and coordinating the operation of the Business Week Information and Registration station in the atrium are other responsibilities. Significant interaction with the Business Week Secretary is involved.

**Implementation Team** – Members of this group are partnered with Steering Committee members and assist with the planning, organizing, promoting and implementing of Business Week events. While members of this team don't shoulder primary responsibility for any events, they do provide substantial support the entire year, attend all meetings and help run all Business Week events, which provides significant early interaction opportunities with industry partners and alumni.

**Now circle three Business Week positions of most interest to you. Number your preferences.**

**Open to juniors and seniors only:**

President

Vice President & IMC Coordinator

Secretary

**Open to all applicants:**

Mentoring Coordinator

Catering and Facilities Coordinator

Professional Development Coordinator

Transition Seminar and Alumni Coordinator

CSR/RSO Coordinator

Assistant IMC Coordinator

1. Consider your first choice. Why would you like to hold this office and what relevant skills, interests and competencies can you bring to that position?
2. Consider your second alternative. Why would you like to hold this office and what relevant skills, interests and competencies can you bring to that position?
3. About how many hours would you be able to devote to Business Week in a typical week?  
1 – 3 hours                      4-6 hours                      more than 6 hours
4. Please list the name, email address and phone number for two individuals (at least one must be an ISU faculty member) who are willing to serve as references for you:
5. If you know your fall class schedule list it below:

*As a Business Week applicant I understand this RSO offers a significant pre-professional learning opportunity that brings me into contact with many highly accomplished alumni and industry professionals. It operates thanks to significant financial support from external partner. Therefore I agree to:*

- regular attendance, active participation in full and small group meetings, responsive communication, positive collaboration and consistent professionalism*
- make presentations, help with event registration and other tasks outside of our weekly meetings as we implement Business Week plans*
- participate in and help run key Business Week events*
- proactively communicate with my faculty and the Business Week officers and Advisor about any potential conflicts well in advance*

Signature of Applicant

Date

***Your application form along with a copy of your resume must be turned in at the Dean's office (SFHB 401) by 10:00 a.m. on Wednesday, April 13, 2011***