



CONFERENCE COORDINATOR

OVERVIEW

Our inaugural Scholarship Beyond Boundaries conference in 2020 was very well received, with participation from 20 local sponsors and participation from over 100 graduate and professional students. For our second annual conference, we are hiring a Conference Coordinator. This individual will be responsible for organizing and running the conference, which is scheduled to take place March 20-21, 2021.

The Conference Coordinator reports to the SGPS VP Community. The term of employment begins on November 23, 2020 and ends March 31, 2021. The Coordinator has a salary of \$300 per month (\$1350 for the full term), with an expected time commitment of about 5 to 10 hours per week.

KEY RESPONSIBILITIES

- becoming familiar with the conference manual from the inaugural 2020 conference;
- recruiting and managing conference volunteers as necessary;
- meeting biweekly with the SGPS VP Community;
- selecting and inviting keynote speakers or panelists;
- selecting and inviting workshop facilitators from the university and Kingston/Katarokwi area;
- liaising between the SGPS and conference sponsors, keynote speakers, workshop facilitators, panelists, and other attendees;
- facilitating the academic review process;
- attending the SGPS Scholarship Beyond Boundaries Conference on March 20-21 as coordinator;
- testing and understanding the virtual platforms that will be used to host the conference;
- creating and publicizing the conference schedule;
- promoting the conference through social media, website updates, email, etc.;
- accounting for all hours worked through a time-tracking application supplied by the SGPS;
- creating a transition manual after the conference to aid with planning next year;
- writing a report about the conference to be presented at the April 2020 SGPS Council Meeting;
- taking on additional tasks assigned by the SGPS VP Community or the SGPS Executive Director.

QUALIFICATIONS

- Must be a currently registered SGPS member
- Ability to work as the leader of a team
- Confident and creative self-starter who can effectively multi-task
- Good organizational and time management skills
- Experience with representation, networking, event planning, and communication is an asset
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal

RENUMERATION

\$300 per month (\$1350 for the full term)

TO APPLY

To apply for this position, please submit a [resume](#) and [cover letter \(with student number\)](#) to the attention of the VP Community, Anthony Lomax, to apply@sgps.ca. Please specify that you are applying for the Conference Coordinator position in your subject line.

Applications are due on Tuesday, November 17 at 11:59 pm. Interviews are planned for Thursday, November 19. For more information, visit www.sgps.ca.