



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

2018-2019 MVP Executive Hiring Role Descriptions

MVP (Most Valuable Protégé) is a campus organization that aims to aid first year management students transition into the University of Toronto Scarborough through a network of peer mentors. We host a variety of events, ranging from study sessions to mix and mingles. We also help first year students valuable skills that will aid them in university and beyond.

For any questions or inquiries, please email esther.adeagbo@mail.utoronto.ca with the subject title “MVP Executive Hiring Questions”

Application Due: Wednesday, April 4th, 2018 at 11:59pm

Human Resource Director (x1)

Description:

The Human Resources Director is to maintain and administer all internal Human resources function for the team, they will be responsible for recording the minutes for meetings and sending out emails as required. The HR Director will also organize and work personally alongside the President to ensure that the internal coordination of the team flows smoothly. The individual in this role will also get the opportunity of working with the finances of MVP and ensuring that all is accounted for. This individual will also have the opportunity of sitting in on interviews for mentors and mentees during hiring the sessions as they will run the hiring sessions alongside the President and the Internal Affairs Director.

Tasks and Responsibilities:

- Proactively establish strong coordination with communication amongst the executives
- Working alongside the President on the Finances of MVP
- Record team minutes for monthly meetings and sending out the generated information.

Skills and Qualifications:

- Creative – Willingness and ability to innovate
- Ability to multi-task – can take on multiple projects simultaneously/ successfully.
- Proactive towards team development
- Proficiency with Microsoft Office Programs (Word, Excel, PowerPoint)



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

Internal Affairs Director (x1)

Description:

The Internal Affairs Director is an ideal position for those who are driven by the passion to build a cohesive environment in order to strengthen team chemistry. They will be in charge of fostering strong social relationships between all MVP mentees, mentors, directors through planning and executing internal events. The Internal Affairs Director will run the hiring sessions of the mentors and mentees while working with the President and HR Director. This director will also follow up with the mentors and mentees to obtain feedback about their mentorship experience throughout the academic year. The information that is gathered through the follow up will be presented through monthly reports. The individual of this role will also be responsible to establish key internal connections that will allow MVP to coordinate and execute MVP events and initiatives. Working alongside the HR Director for the hiring sessions of the mentees and mentors.

Tasks and Responsibilities:

- Proactively establish new opportunities to enhance team dynamic
- Create and execute all team socials on a monthly basis
- Follow up with mentors and mentees to obtain feedback about their mentorship experience
- Coordinate with the President and Human Resources Director on the hiring sessions for mentees and mentors.

Skills and Qualifications:

- High level of motivation, enthusiasm and independence
- Outstanding organizational and time management skills
- Strong interpersonal, communication and teamwork skills
- Proficiency with Microsoft Office Programs (Word, Excel, PowerPoint)



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

Operation Directors (x4)

Description:

Operations Director will be given the exclusive opportunity to work both independently and on a team basis with the MVP President and Directors. They will assist in planning and executing engaging and informative monthly events for first year Management and Economics students to help them transition from high school to university. Through this role, an Operations Director will implement various academic and professional development events. The individual(s) of this role is also encouraged to take a leadership stance, and pitch any potential ideas from which the MVP mentees can benefit from.

Tasks and Responsibilities:

- Coordinate the execution of academic and professional development events which include:
 - Midterm and Final Exam Review Sessions (seek TA's)
 - Resume and Mock Interview Workshop
 - MVP Opening/Closing Ceremony
- Create and execute new events to further enhance academic and social developments

Skills and Qualifications:

- A leader and self-starter with the motivation to take on new projects and initiatives
- Manage logistical details including registration, set-up, managing catering and welcoming speakers during events
- Outstanding organizational and time management skills
- Strong teamwork, communication, and problem-solving skills
- Proficiency in Microsoft Office Programs (Word, Excel, PowerPoint) is an asset



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

Marketing Director (x1)

Description:

The role as a Marketing Director requires an individual with a keen interest in producing creative content, can take initiative over tasks, and are constantly looking to bring new ideas to the table. They will be working collaboratively with the MVP President to plan, develop and execute initiatives, including all advertising, branding and promotional material from conceptualization to completion. As MVP's focus this year is strengthening our brand, this director will create a large social media presence for MVP. They should be able to identify what drives social media success and implement those strategies for MVP's social media pages. They will manage MVP's social media pages such as Facebook, Instagram and Snapchat and keep them up to date to reflect and promote MVP events to increase awareness of the club. In addition to that, the director will also maintain the social media accounts with posts that enhance the lives of the Management students through promoting other club events, gym schedule, and health & wellness events.

Tasks and Responsibilities:

- Brainstorm creative and innovative content throughout the year
- Re-brand the image of the MVP Program through all promotional materials
- Conceptualize and execute advertising and promotional campaigns for all activities/events

Skills and Qualifications:

- Ability to work under tight deadlines
- Extremely well organized and detail-oriented
- Strong interpersonal skills
- Ability to work independently and as a part of a team
- Self-motivated and has the ability to conceptualize creative concepts and to further translate them into MVP marketing media

Recommended Abilities/Skills:

- Proficiency in Adobe Creative Suite



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

Corporate Relations Director (x1)

Description:

The Corporate Relations Director is to develop strategies to attract and secure new sponsors throughout the entire year to support all Operations initiatives. In addition to developing prospective sponsors and solid relationships with the external organization, this Director role also requires the individual to maintain a strong, positive presence on campus by cultivating relationships with internal stakeholders and organizations to pursue student development opportunities.

Tasks and Responsibilities:

- Communicate with external organizations for coordination of speakers and external involvement
- Build a strong network of relationships with external organizations by bridging the gap between externals and the MVP Program through initiatives and events hosted throughout the year
- Understand the preferred brands or prizes of the MVP mentees and seek out and obtain sponsored prizes accordingly.

Skills and Qualifications:

- Strong interpersonal and relationship management skills
- Excellent communication abilities; both written and oral
- Willingness and ability to innovate and explore new areas of student development
- Negotiation skills
- Self-motivated individual



MVP

MOST VALUABLE PROTÉGÉ PROGRAM (MVP)

Web Development Director (x1)

Description:

The Web Development Director is an ideal position for those interested in web design/information technology, or for those seeking a creative outlet to showcase and refine their technical and interpersonal skills. This role will allow the Web Design Director to gain practical exposure to different aspects of these fields and create valuable networks with the student body, professors and the MVP team. The respective role also requires creativity, technical knowledge and marketing insights to effectively design and maintain the MVP website.

Tasks and Responsibilities:

- Develop and design web marketing material and brainstorm creative and innovative website themes
- Maintain the brand image of the MVP Program
- Work closely with MVP President to develop and implement content for the website

Skills and Qualifications:

- Strong communication and technical skills
- Knowledge of HTML and CSS
- Ability to work under tight deadlines
- Extremely well organized and detail oriented
- Self-motivated and can conceptualize creative concepts and to further translate them into the MVP website

Recommended Abilities/Skills:

- Knowledge of content management systems (CMS) such as Joomla or WordPress
- Video editing skills