



RYERSON UNIVERSITY FINANCE SOCIETY

2019/2020 Hiring Application Package



About RUFS

Founded in 2003, Ryerson University Finance Society (RUFS) is the premier campus resource for finance students. Within RUFS, we believe that in order to reach your potential you must know how to be a business leader. This life lesson is not just taught in a classroom, which is why RUFS challenges students to participate in our initiatives. Our outstanding members organize events that create opportunities for like-minded students to exchange ideas and information with industry professionals. As student leaders, we pride ourselves on guiding our peers to achieve their true potential. We seek to spread our drive and determination throughout the Ted Rogers School of Management. In RUFS, we guide the future finance leaders of tomorrow.

Our Mission



EDUCATE



ENRICH



INSPIRE

Hiring Process

- Complete the online application following this link:
<https://goo.gl/forms/ptg2VtvvOh66kij32>
- Email your Resume and/or Portfolio to general@rufs.ca
- Application Screening Process
- Interviews
 - An email will be sent confirming the date, time and location of the interview. Please come prepared.
- Final Selection

Application Deadlines

All Applications are due on April 6th 11:59PM!!

Interviews will commence soon after.

Operations Director

Roles and responsibilities involve and are not limited to:

- Attend all RUFs team meeting and record meeting minutes
- Draft all emails and be the centerpiece of communication within the team
- Work with all departments to communicate relevant information regarding RUFs and upcoming events/socials
- Work closely with the Executive team and assist with tasks
- Manage the team's google drive

Requirement:

- Superior organizational skills and time management skills
- 2.67 CGPA and in clear standing

Internal Case Competition Director

Roles and responsibilities involve and are not limited to:

- Organize the annual internal case competition for first and second year students (JCC), and the internal case competition for third and fourth+ year students (SCC)
- Perform and delegate tasks and duties in timely manner
- Work with marketing team to create a strategy that will promote ICC and to promote signups
- Work alongside Corporate Relations team for sponsorship (food, industry professionals, in-kind, and monetary)

Requirement:

- Time management skills, teamwork skills, creativity skills, ability to work well under pressure
- 2.67 CGPA and in clear standing

Internal Case Competition Associate

Roles and responsibilities involve and are not limited to:

- Assist ICC Director with organizing the annual internal case competition for first and second year students, in terms of planning and implementing ICC
- Perform tasks and duties assigned by ICC Director in timely manner
- Work with marketing team to create a strategy that will promote ICC and to promote signups
- Work alongside Corporate Relations team for sponsorship (food, industry professionals, in-kind, and monetary)

Requirement:

- Time management skills, teamwork skills, creativity skills, ability to work well under pressure
- 2.67 CGPA and in clear standing

Events Director

Roles and responsibilities involve and are not limited to:

- Ensuring all events are executed as planned (Ex. Meet and Greet, SAF Month, Capital Markets Night, etc.)
- Perform and delegate tasks to the events associates in a timely manner
- Assist with planning logistical details including: booking rooms and supplies for event, event set-up
- Work closely with Marketing team and graphics team to promote events
- Assist the ICC Department with the preparation and planning of the case competitions

Requirement:

- Outstanding organizational, teamwork, and time management skills
- 2.67 CGPA and in clear standing

Events Associate

Roles and responsibilities involve and are not limited to:

- Assist Events Director in assuring all events are executed as planned
- Perform duties and tasks assigned by Events Director in timely manner
- Assist with planning logistical details including: booking rooms and supplies for event, event set-up
- Work closely with Marketing team and graphics team to promote events

Requirement:

- Outstanding organizational, teamwork, and time management skills
- 2.67 CGPA and in clear standing

Marketing Director

Roles and responsibilities involve and are not limited to:

- Brainstorm marketing strategies that will market RUFs events to student body
- Assist with creating graphics for social media, name tags, posters, t-shirts for various events
- Lead a team of associates and delegate tasks efficiently to ensure proper marketing strategy if effective
- Manage Instagram, Facebook, LinkedIn, and Twitter accounts and schedule posts
- Work closely with Battle on Bay team for promoting BOB, as well as helping with promoting the BOB Ambassador program
- Email schools to promote external events
- Frequently check requests made by Directors for graphics and delegate to graphic designers on time

Requirement:

- Knowledge of how to use Adobe Photoshop/Illustrator is an asset
- Time management skills, teamwork skills, creativity skills, ability to work well under pressure
- 2.67 CGPA and in clear standing

Marketing Associate

Roles and responsibilities involve and are not limited to:

- Assist Marketing Director with creating marketing strategies for RUFs events
- Perform tasks and responsibilities assigned by Director in efficient manner
- Manage Instagram, Facebook, LinkedIn and Twitter accounts and schedule posts with guidance of the Marketing Director and collaboration with communications associate
- Email schools to promote external events
- Works collaboratively with Events and graphics to create unique promotional elements

Requirement:

- Knowledge of how to use Adobe Photoshop/Illustrator is an asset
- Time management skills, teamwork skills, creativity skills, ability to work well under pressure
- 2.67 CGPA and in clear standing

Communications Associate

Roles and responsibilities involve and are not limited to:

- Assist Marketing Director with creating marketing strategies for RUFs events
- Perform tasks and responsibilities assigned by Director in efficient manner
- Draft Instagram captions, Facebook posts, LinkedIn posts and Tweets and schedule posts with guidance of the Marketing Director and collaboration with Marketing Associate
- Email schools to promote external events
- Will look for opportunities to increase exposure of the RUFs
- Will coordinate and execute table promos and class talks with help from the team
- Assists in researching content for social media posts, marketing campaign initiatives and newsletters

Requirement:

- Knowledge of how to use Adobe Photoshop/Illustrator is an asset
- Time management skills, teamwork skills, creativity skills, ability to work well under pressure
- 2.67 CGPA and in clear standing

Graphic Designer

Roles and responsibilities involve and are not limited to:

- Produce all graphics needed for social media marketing for all RUFs events in timely manner
- Perform other duties and tasks assigned by Marketing Director
- Design name tags, posters, t-shirts, information packages, and other logos for marketing needs/merchandise
- Work closely with IT Director in designing RUFs website
- Able to meet deadlines

**For interview, please have a portfolio ready to present.*

Requirement:

- Knowledge of how to use Adobe Photoshop/Illustrator
- Superior creativity skills and time management skills
- Portfolio required
- 2.67 CGPA and in clear standing

Photographer/Videographer

Roles and responsibilities involve and are not limited to:

- Produce all graphics needed for social media marketing for all RUFs events in timely manner
- Perform other duties and tasks assigned by Marketing Director
- Photograph all RUFs events and RUFs team pictures
- Produce promotional videos for all RUFs events and have expertise at editing
- Work collaboratively with all team members to create unique promotional material
- Able to meet deadlines

**For interview, please have a portfolio ready to present.*

Requirement:

- Knowledge of how to use Adobe Photoshop/Illustrator
- Superior creativity skills and time management skills
- Portfolio required
- 2.67 CGPA and in clear standing

Battle on Bay Co-Chairs

Roles and responsibilities involve and are not limited to:

- Organize and implement one of the largest Finance case competitions in Canada. As a flagship competition, there is a great deal of emphasis on this role.
- Promote BOB to universities across Canada to attract participants for the competition
- Coordinate the day-to-day details of the competition; write Operation Manual with BOB team
- Conduct venue research and book venues/rooms for the competition (hotel block, TRSM rooms, Sandbox)
- Conduct the Ambassador program to promote Battle on Bay across all universities in Canada; recruit ambassadors to increase BOB publicity.
- Work closely with Corporate Relations, Marketing, Finance, and Events team and delegate tasks to associates

Requirement:

- Incredible time management skills, teamwork skills, creativity skills, and the ability to work well under pressure
- Comfortable with public speaking
- Leadership skills an asset
- 2.67 CGPA and in clear standing

Battle on Bay Associate

Roles and responsibilities involve and are not limited to:

- Assist Co-Chairs with planning and implementing of Battle on Bay
- Perform tasks assigned by Co-chairs in a timely manner
- Promote BOB to universities across Canada to attract participants for the competition
- Assist Co-Chairs with the Ambassador program to promote Battle on Bay across all universities in Canada; recruit ambassadors to increase BOB publicity.
- Work closely with Corporate Relations, Marketing, Finance, and Events team

Requirement:

- Superior time management skills, teamwork skills, creativity skills, and the ability to work well under pressure
- 2.67 CGPA and in clear standing

Corporate Relations Associate

Roles and responsibilities involve and are not limited to:

- Assist Corporate Relations Director in acquiring new sponsors/partners and maintain positive relations with current sponsors/partners
- Perform tasks assigned by Director in a timely manner
- Conduct research to find new opportunities for potential collaborations/partnerships
- Work closely with Events team, BOB team, ICC team and Finance team
- Work with Graphics designer to design sponsorship package

Requirements:

- Professional verbal and written communication skills, go-getter, committed, and ability to work independently
- 2.67 CGPA and in clear standing
- Experience in a similar role would be an asset

Finance Associate

Roles and responsibilities involve and are not limited to:

- Assist Director of Finance in preparing and presenting funding presentations and grant applications
- Assists with managing RUFs budget throughout the year
- Conducts research for potential funding opportunities

Requirement:

- Ideal candidate must be at least in their 2nd year of Accounting or Finance
- 2.67 CGPA and in clear standing

Goodluck to all Applicants!!

