

RYERSON SPORTS AND BUSINESS ASSOCIATION

About us:

The Ryerson Sports and Business Association is a non-profit organization managed by students for the benefit of students. We facilitate campus-wide events and projects to equip students with knowledge and opportunities to enter into and excel in the business of sports.

We Value:

- Diversity of thought and mental models
- Inclusion and integration of all members of the surrounding community
- Autonomy and entrepreneurial spirit
- Teamwork and cooperation
- Initiative and perseverance
- Desire to learn and progress

Our Initiatives:

All of our initiatives fall under at least one of the three following pillars: professional, academic and social. Academically, we seek to further students' understanding of concepts and methodologies that dictate the inner workings of the industry. Professionally, we strive to facilitate opportunities for students to familiarize themselves with potential career paths into the industry. Socially, we aim to provide opportunities for students to cultivate and maintain relationships with fellow peers, alumni, faculty and professionals.

Why apply?

1. You can gain a lot of transferable skills and knowledge from working with team members, professionals, advisors, external parties and other groups on campus.
2. You can have the opportunity to meet more students, alumni, professionals and thus have more resources at your fingertips.
3. You can experience the wonderful joy of achievement from inspiring students through successful initiatives.
4. You can add value to your experience as a Ryerson student.

Speaker Coordinator

Roles & Responsibilities:

Pre-Event Responsibilities:

- Defining the vision of speaker oriented events with the VP Events and VP Corporate Relations
- Defining the type of speakers required for these events
- Defining and managing the speaker selection process
- Finalise selection, book speakers and request bio, talk description and picture
- Review/edit/coach/mentor speaker, topic and slides
- Arrange transportation and hotels for speakers, as necessary

During-Event Responsibilities:

- Take care of speakers
- Communication with the VP Corporate Relations and VP Events regarding the progress and the current needs of the conference along with any changes that might occur
- Coordinate the team
- Be on hold for anything unexpected might occur

Post-Event Responsibilities:

- Prepare gifts for the speakers and sponsors of the conference
- Contribute to report on feedback and recommendations on for next conference
- Thank speakers and send them links of their talks if recorded

Requirements/Qualifications:

- Full time student enrolled at Ryerson University
- Minimum GPA of 2.33 and in clear academic standing
- Passion for sports and business; desire to learn
- Previous student group experience is an asset
- Event planning experience an asset
- Technical skills: Microsoft Office, Project Management Software(s), Google Suite
- Time Commitment: 10-15 hours a week

If interested, please send your resume and cover letter to ryersonsba@gmail.com, subject line "Speaker Coordinator Application"