



Job title	Chair of Internal Relations
Reports to	President

Position Overview

The Chair of Internal Relations is responsible for the Internal Relations division of the uOSBC, along with delegating tasks overseeing activities of the Internal Relations members. The Chair is responsible for facilitating all interaction and partnerships amongst potential stakeholders at the University of Ottawa.

Duties and responsibilities

- Form partnerships with existing uOttawa clubs/societies/academic departments
- Oversee and regulate all membership inquiries
- Plan and coordinate the role of the uOSBC during Orientation Week
- Plan and deliver uOSBC Information Sessions throughout the year
- Create legacy pieces for club promotion on campus
- Coordinate and oversee all other tasks delegated to the Internal Relations committee by the President

Qualifications

- Must be enrolled as a University of Ottawa student
- Experience with community relations is considered an asset

Skills

- Strong interpersonal skills is valued
- Comfortable with public speaking
- Ability to form strong relations with stakeholders
- Bilingualism is an asset
- Attention to detail and deadlines

Please send all applications to: uOttawaSBC@gmail.com