



# ISES

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INTERNATIONAL STUDENT  
ENERGY SUMMIT

## International Student Energy Summit 2011 Hiring Notice

### Position Descriptions:

- Marketing (7)
- Hospitality (3)
- Program (4)

## Marketing Director

**Position Duration:** January 2011 – June 2011

**Approximate Hours/Week:** 10-15

**Description:** The primary responsibility of the Marketing Director is to get delegates to come to ISES. The Marketing Director will manage a portfolio of partnerships managers (Student Associations, Universities and Professional Organizations) who will be responsible for contacting prospective ISES 2011 delegates.

### Responsibilities

- Hire and manage a team consisting of the Student Association Partnerships Manager, University Partnerships Manager and Professional Organizations Partnerships Manager
- Facilitate turnover of all 2009 delegate contact
- Administer student bursary program – application, evaluation and decision-making processes
- Liaise with Communications Manager to manage mailing list/website and with Social Media Manager to ensure prospective delegates can connect with ISES 2011 online

### Qualifications

- Strong oral and written communication skills
- Highly detail-oriented and persistent
- Clear understanding of value proposition of ISES and how it appeals to a variety of organizations, groups and individuals globally
- Leadership, teamwork and managerial skills necessary to coordinate a large team
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application: January 17, 2011 at 5:00pm**

**\* please note this position closes 4 days earlier than all of the others**

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hire@studentenergy.org](mailto:hire@studentenergy.org). Please use the subject line “ISES APPLICATION – MARKETING DIRECTOR – LAST NAME, FIRST NAME”

## Student Association Partnerships Manager (2)

**Position Duration:** January 2011 - June 2011

**Approximate Hours/Week:** 5-10

**Description:** The primary responsibility of the Student Association Partnerships Manager is to develop relationships with energy/sustainability-related student groups to find delegates for ISES 2011. The Student Association Partnerships Manager position is part of the Marketing Portfolio and is a volunteer position.

### Responsibilities

- Build and constantly maintain list of energy-related student groups that have an extensive local, national or global network (e.g. AIESEC, Queens Energy and Commodities Association)
- Stay informed about energy-related student competitions or events and look for opportunities to cross-promote with ISES (e.g. [Campus Conservation Nationals](#), [Invent the Future](#))
- Promote attending ISES to partner organizations through email and encourage students to join the ISES community online (social media, website, blog) and the ISES website
- Assist students in sourcing funding to attend ISES 2011 from their home universities and community organizations

### Qualifications

- Strong oral and written communication skills and able to communicate effectively to a wide variety of individuals and organizations
- Clear understanding of value of ISES to potential delegates
- Demonstrated self-starter, takes initiative to explore new ideas and methods
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format "**Last Name, First Name – Resume**". Please title your cover letter using the format "**Last Name, First Name – Cover Letter**".

Submit cover letter and resume to [hire@studentenergy.org](mailto:hire@studentenergy.org). Please use the subject line "ISES APPLICATION – STUDENT ASSOCIATION PARTNERSHIPS MANAGER – LAST NAME, FIRST NAME"

## Academic Partnerships Manager

**Position Duration:** January 2011 - June 2011

**Approximate Hours/Week:** 5-10

**Description:** The primary responsibility of the Academic Partnerships Manager is to develop relationships with energy/sustainability-related faculties, institutes and schools to promote ISES 2011. The Universities Partnerships Manager position is part of the Marketing Portfolio and is a volunteer position.

### Responsibilities

- Build and constantly maintain list of academic institutions whose students would be interested in attending ISES
- Liaise with Sponsorship Team to determine which schools may be interested in signing on as an Academic Partner of ISES (i.e. opportunity to promote their programs at ISES 2011)
- Promote attending ISES to academic partner organizations through email and encourage administrators to join the ISES community online (social media, website, blog)
- Long-term strategy formulation for how to keep academic partners engaged in ISES

### Qualifications

- Strong oral and written communication skills and able to communicate effectively to a wide variety of individuals and organizations
- Clear understanding of value of ISES to potential delegates
- Demonstrated self-starter, takes initiative to explore new ideas and methods
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format "**Last Name, First Name – Resume**". Please title your cover letter using the format "**Last Name, First Name – Cover Letter**".

Submit cover letter and resume to [hiring@studentenergy.org](mailto:hiring@studentenergy.org). Please use the subject line "ISES APPLICATION – ACADEMIC PARTNERSHIPS MANAGER – LAST NAME, FIRST NAME"

## Professional Partnerships Manager

**Position Duration:** January 2011 - June 2011

**Approximate Hours/Week:** 5-10

**Description:** The primary responsibility of the Professional Partnerships Manager is to develop relationships with energy/sustainability-related groups to find delegates for ISES 2011. The Professional Partnerships Manager position is part of the Marketing Portfolio and is a volunteer position.

### Responsibilities

- Build and constantly maintain list of energy-related professional groups (e.g. Young Environmental Professionals, Engineers Without Borders)
- Encourage student members of these organizations to attend ISES 2011
- Connect with companies that have co-op or internship programs and encourage them to sponsor their students to attend ISES
- Promote attending ISES to partner organizations through email and encourage students to join the ISES community online (social media, website, blog)
- Attend networking and information sessions put on by professional organizations to spread the word about ISES

### Qualifications

- Strong oral and written communication skills and able to communicate effectively to a wide variety of individuals and organizations
- Clear understanding of value of ISES to potential delegates
- Demonstrated self-starter, takes initiative to explore new ideas and methods
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format "**Last Name, First Name – Resume**". Please title your cover letter using the format "**Last Name, First Name – Cover Letter**".

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line "ISES APPLICATION – PROFESSIONAL PARTNERSHIPS MANAGER – LAST NAME, FIRST NAME"

## Delegate Relations Associate

**Position Duration:** January 2011 – June 2011

**Approximate Hours/Week:** 10-15

**Description:** The primary responsibility of the Delegate Relations Associate is to ensure the experience of an ISES 2011 delegate (from inquiry → registration → travel → conference → departure) is as smooth and pleasant as possible. The Delegate Relations Associate position is part of the Hospitality Portfolio and is a volunteer position.

### Responsibilities

- Manage delegate inquiries on travelling to Vancouver, itinerary, dietary restrictions, etc
- Organize delegate transportation to and from airport
- Coordinate with UBC Housing and Conferences on delegate accommodation
- Assist in organizing energy-related “field trips” for delegates
- Provide delegates wishing to stay in Vancouver for a longer period of time with a list of suggested activities/destinations

### Qualifications

- Past experience in coordinating event logistics (set-up, take-down, managing volunteers, etc)
- Highly organized, able to deal with tight deadlines and work under pressure
- Strong customer service skills (past customer service experience an asset)
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hring@studentenergy.org](mailto:hring@studentenergy.org). Please use the subject line “ISES APPLICATION – DELEGATE RELATIONS ASSOCIATE – LAST NAME, FIRST NAME”

## Delegate Relations Associate (visas)

**Position Duration:** February 2011 – June 2011

**Approximate Hours/Week:** 10-15

**Description:** The primary responsibility of the Delegate Relations Associate (visas) is to ensure international delegates are able to obtain the necessary visa to enter Canada and attend ISES 2011. The Delegate Travel Associate position is part of the Hospitality Portfolio and is a volunteer position.

### Responsibilities

- Research visa requirements for various countries
- Manage inquiries regarding how to obtain a visa
- Provide delegates with necessary materials to apply for visa (e.g. Letter of Support)

### Qualifications

- Highly organized, able to deal with tight deadlines and work under pressure
- Strong customer service skills (past customer service experience an asset)
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format "**Last Name, First Name – Resume**". Please title your cover letter using the format "**Last Name, First Name – Cover Letter**".

Submit cover letter and resume to [hireing@studentenergy.org](mailto:hireing@studentenergy.org). Please use the subject line "ISES APPLICATION – DELEGATE RELATIONS ASSOCIATE (visas) – LAST NAME, FIRST NAME"

## Social Events Coordinator

**Position Duration:** February 2011 – June 2011

**Approximate Hours/Week:** 10-15

**Description:** The primary responsibility of the Social Events Coordinator is to throw raging parties (just kidding...kind of) The Social Events Coordinator position is part of the Hospitality Portfolio and is a volunteer position.

### Responsibilities

- Coordinator with the Hospitality Director to plan the following:
  - June 8 evening (opening reception)
  - June 9 evening (dinner and social event)
  - June 10 evening (closing gala and social event)
- Coordinate with OOMPH! to ensure sponsor requests are fulfilled at evening events
- Organize transportation to and from venues (if off campus)

### Qualifications

- Past experience in event planning
- Highly organized, able to deal with tight deadlines and work under pressure
- Fun, creative personality and specific vision for themed social events
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format "**Last Name, First Name – Resume**". Please title your cover letter using the format "**Last Name, First Name – Cover Letter**".

Submit cover letter and resume to [hiring@studentenergy.org](mailto:hiring@studentenergy.org). Please use the subject line "ISES APPLICATION – SOCIAL EVENTS COORDINATOR – LAST NAME, FIRST NAME"



## Speaker Fulfillment Coordinator

**Position Duration:** January 2011 – June 2011

**Approximate Hours/Week:** 10-15

**Description:** The primary responsibility of the Speaker Fulfillment Coordinator is to organize and track all aspects of speaker hospitality from the time the speaker is secured until the after the speaker finishes their presentation. This involves organizing speaker travel and ensuring all terms outlined in speaker contracts are satisfied. The Speaker Fulfillment Coordinator is a volunteer position.

### Responsibilities

- Coordinate with Finance Director and UBC to organize speaker reimbursements
- Organize and track speaker travel (book flights if necessary)
- Organize transportation to and from venues (if off campus)
- Manage speaker inquiries with utmost professionalism
- Organize and manage all speaker documents
- Coordinate with UBC Housing and Conferences for speaker accommodation

### Qualifications

- Strong oral and written communication skills and able to communicate in a professional manner
- Highly organized, able to deal with tight deadlines and work under pressure
- Passionate about issues relating to the future of sustainable energy

**Deadline for Application:** January 21, 2011 at 5:00pm

**Instructions for Application:** Submit your resume and a maximum 1-page cover letter outlining why you are interested in the position and why you are qualified. Please title your resume using the format “**Last Name, First Name – Resume**”. Please title your cover letter using the format “**Last Name, First Name – Cover Letter**”.

Submit cover letter and resume to [hiring@studentenergy.org](mailto: hiring@studentenergy.org). Please use the subject line “ISES APPLICATION – SPEAKER FULFILLMENT COORDINATOR – LAST NAME, FIRST NAME”

## Program Developer (3)

**Position Duration:** January 2011 – June 2011

**Description:** The primary responsibility of the Program Developer is to assist their respective Program Lead in developing challenging and interesting content within their pillar, as well as identifying, contacting and securing speakers.

### Responsibilities

- Research current energy trends, identify experts that are within the fields covered by your pillar and which topics are most relevant to students
- Work within pillar team to ensure breakout sessions, panels and other forms of content delivery are consistent with the ISES vision
- **Technology & Innovation:** An analysis of new processes and technologies being developed and implemented in both convention and alternative disciplines
- **Global Energy Dynamics:** An analysis of how energy impacts geo-politics and global development as the world becomes increasingly interdependent.
- **Markets & Regulation:** Analyzes the context of the current energy system by evaluating the market forces and policies that influence its development.

### Qualifications

- Understanding of and passion for current issues in the future of sustainable energy
- Well-versed in different formats of how to present content (i.e. panels, discussion, debates) and possesses innovative ideas on how to showcase program content in unique ways
- Strong oral and written communication skills and high degree of professionalism
- Clear understanding of ISES vision and how program content can achieve the vision

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Submit cover letter and resume to [info@studentenergy.org](mailto:info@studentenergy.org). Please use the subject line “ISES APPLICATION – PROGRAM DEVELOPER – LAST NAME, FIRST NAME”

**\*\* Please indicate which pillar you are most interested in applying for**