

**Graduate Management Consulting Association – Hiring Document**

**Objectives**

The GMCA exists to provide Queen’s University graduate, post-graduate, and professional students (both on and off site) with the opportunity to learn skills applicable to the practice of management consulting and networking with the purpose of understanding how their degree could fit into a career in management consulting. The GMCA aims to offer its membership educational, informational, and networking opportunities that liaise management consulting with other relevant fields of academic study.

**Description of Roles 2022-2023**

· **Directors of Professional Development**

o Facilitate connections between business companies & consulting firms

o Develop the mini-MBA curriculum in collaboration with the Director of Internal Operations

o Contact mini-MBA topic specific keynote speakers to facilitate events (email drafts to speakers/collecting information for marketing/finalizing dates 3 weeks prior to the event)

o Set and monitor event timelines and goals

o Maintain communication with president and team regarding event details 3 weeks prior to set date

o Attend monthly group meetings

o Introduce Queen’s GMCA and speaker at the beginning of the talk (template to be provided by Directors of Professional Development) and alternated with the president

· **Director of Internal Operations**

o Develop event format (Zoom link/cloud recording)

* Zoom: create link with recording/waiting room enabled/provide co-host to other members 10 minutes prior to event start to prevent connection failures
* Moderate event when available
* Download excel sheet of Zoom attendance after events to keep track of attendance for members

o Maintain emails related to events (forward management specific questions to president)

o Maintain event feedback after events through emails and feedback form.

o Fill out AMS event sanctioning prior to each event (**at least two weeks prior** to the intended event date for all ONLINE AND IN-PERSON EVENTS). Please see AMS event sanctioning email for more details.

o Set up monthly meetings and maintain minutes

o Maintain member database and create/distribute certificates upon program completion.

· **Director of Data Analytics**

o Develop surveys for members before and after events

o Analyze survey results and provide recommendations for event improvement

o Produce reports outlining ways to improve club mission using insights from club collected data as well as external sources.