

**Director of CPA Relations**

Job Description

Reports to: President of CAA

Prepared: January 2017

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# Job Summary

The Director of CPA Relations works to promote the Chartered Professional Accountant designation to students at the Capilano University. He/she is responsible for maintaining and improving the CAA’s relationship with its presenting sponsor, CPABC. Director of CPA Relations takes the lead in organizing CPA information sessions and other CPA related events.

# Essential Functions

* Plan and organize CPA information session
* Presents the annual CAA Sponsorship Proposal with the President
* Assists President with creation of the Lead Sponsorship Proposal for CPABC
* Attends all CAA Executive Meetings
* Attends all CPABC meetings with the CAA President
* Stays informed about the CPA designation and all of its prerequisite courses
* Liaises with students on campus to inform them about the designation and benefits
* Distributes promotional materials for CPA and the CAA on campus
* Meets with students to answer questions related to the CPA designation

# Working Conditions

The Director of CPA Relations spends a vast amount of time on the computer (i.e. scheduling events, updating calendars, emails, etc.), on campus, in meetings, and also at events.

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| Time commitment | 3 – 6 hours per week |
| Duration | 13 months  (March – April of the next year) |

# Qualifications and Skills Required

* Professional communication skills
* Comfortable connecting with students and faculty
* Independent and proactive worker
* Proficient in Microsoft Office (Word, Excel, and PowerPoint)
* Proficient in Gmail, and Google Docs.

# Personal Benefits

* Networking with business student body
* Networking with the business community
  + Potential job offers and career advancement
* Extracurricular activity to enhance your resume
  + Benefits career and aids in winning scholarships
* Develop hands on experience of leading projects in an executive role
* Improvement of writing and communication skills
* Development of leadership, networking, internal relations, and problem solving skills
* Development of time management skills and delegation skills
* Team and project management experience