

## **TRSM Business Career Hub Branding Co-Facilitator**

### **Position Description:**

The Business Career Hub (BCH) located at the Ted Rogers School of Management (TRSM) provides customized approaches to supporting TRSM students along their path to meaningful careers. All career development opportunities are tailored to each student's individual needs and program specialization.

The Branding Bootcamp is to introduce the branding process from strategy to development including brand guidelines and planning for growth. The role of the Branding Co-Facilitator will be to develop and lead students in classroom-based bootcamps to allow TRSM students to meet the competency requirements in the job market today. The co-facilitator's role will also include working closely with BCH staff to coordinate logistics of each bootcamp.

### **Responsibilities:**

- Help the lead facilitator develop and deliver approved material for students on use and functionality of PowerPoint and communication practices in the workplace
- Support the facilitator in research and development of Branding content
- Create supporting materials such as workbooks and presentations
- Work closely with BCH workshop coordinator to finalize logistics of each workshop
- Handle all attendee-related administrative matters prior to, during, and immediately after workshop completion
- Other tasks as required

### **Skills Required:**

- Excellent communication skills, both written and verbal

- Ability to prioritize multiple requests and projects while maintaining close attention to detail and accuracy
- Ability to troubleshoot and resolve issues quickly
- Ability to prioritize, coordinate and complete tasks, sometimes on short notice, to meet deadlines
- Ability to adapt to changing environments
- Self-starter and able to work in a team-oriented, collaborative environment

**Technical Knowledge Required:**

- Advanced knowledge in Microsoft PowerPoint's formatting tools
- Ability in using principles (lines, forms, space, shapes, colours) to create appealing and credible slides
- Have knowledge in ROI and Marketing Functions