

**York University
Position Description- YUSA2**

<p>Position Title: <input style="width:90%;" type="text" value="Sponsorship Programs Assistant"/></p> <p>Department: <input style="width:90%;" type="text" value="Development - SSB"/></p> <p>Department ID: <input style="width:90%;" type="text"/></p> <p>Physical Location: <input style="width:90%;" type="text" value="SSB W362-B"/></p> <p>Term of Employment: <input style="width:90%;" type="text" value="October 1, 2018 to April 30, 2019"/></p> <p>Hours of Work: <input style="width:90%;" type="text" value="TBD"/></p> <p>Reports to Manager: <input style="width:90%;" type="text" value="Sara Ly, Associate Director, Major Gifts & Campaign"/></p> <p>Employment Category: Part Time up to 24 hours <input checked="" type="checkbox"/> Interim up to 35 hours <input type="checkbox"/></p> <p>Reason for Request: <input style="width:90%;" type="text" value="YUSA 2 Position"/></p>	<p>Send Payroll Report to: <input style="width:90%;" type="text"/></p> <p>Account <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Fund <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Cost Center <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Activity <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Time <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Location <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>To Be Completed by HR Only:</p> <p>Schedule <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> Year <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> ID <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> Control # <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p><input style="width:20%;" type="text"/> 2 <input style="width:20%;" type="text"/> A <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> 1 <input style="width:20%;" type="text"/> 5 <input style="width:20%;" type="text"/> 8 <input style="width:20%;" type="text"/> 9 <input style="width:20%;" type="text"/> 0 <input style="width:20%;" type="text"/> 0 <input style="width:20%;" type="text"/> 2</p> <p>Assignment #: <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Classification: <input style="width:90%;" type="text" value="Administrative"/></p> <p>Band Level: <input style="width:20%;" type="text" value="5"/></p> <p>Hourly Rate of Pay: \$ <input style="width:20%;" type="text"/> 2 <input style="width:20%;" type="text"/> 2 <input style="width:20%;" type="text"/> . <input style="width:20%;" type="text"/> 3 <input style="width:20%;" type="text"/> 3</p> <p>NOC Code: <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p> <p>Job Code: <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/> <input style="width:20%;" type="text"/></p>
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Job Purpose:

Provide an overview of the job responsibilities

Provide high-level, strictly confidential, research and analysis support, and focused outreach in support of Schulich School of Business' sponsorship programs.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities and include approximate percentage of time

1. Sponsorship Sales & Support (25%)
 - Create key sponsorship sales collateral including slide decks and customized sponsorship brochures.
 - Use established templates to propose management sponsorship pricing levels, creative tangible benefit packages and sustain sponsorship pitches for Schulich sponsorship properties. Submit proposals to the Senior Development Officer for approval.
 - Upon request, engage with specific sponsors via phone, email or in-person meetings, to develop interest in a sponsorship opportunity and secure sponsorship deals.

2. Sponsorship Activation (20%)
 - Ensure all sponsorship commitments are correctly fulfilled, including print recognition, digital recognition, hospitality, special engagement, and other custom details.
 - Assist in the development of activation plans for secured sponsors. Duties include preparing and coordinating the production of sponsorship collateral and event support activities such as coordinating event set up, guest lists, event registration, social media plans, preparing fulfillment reports, attending events and meeting constituents.
 - Assist the School in delivering a top-notch experience for sponsors and provide quality stewardship.
 - Arrange for sponsor recognition in printed marketing materials and web recognition, as directed by management and as per sponsorship activation plans.
 - Prepare sponsor payment reminder, as required, and liaise with the Development Administrative Coordinator to ensure timely payment and receipt.
 - Create sponsor update packages and other written communications to the sponsors.
 - Ensure that sponsor agreements are created and approved by management.

3. Sponsorship Fulfillment (20%)
 - Assist in the development of sponsorship fulfillment reports to be used in reporting back to corporate sponsors. Duties include

gathering content for the reports such as statistics (event attendance, demographic, industry, etc.), quotes, photos, etc.

4. Administrative Support to Sponsored Lectures and Sponsorship 101 (15%)

- Act as administrative support for the Krembil Invitational Lecture Series. Duties include invitation preparation, event logistics, and marketing coordination with various Schulich staff.
- Update the Sponsorship 101 materials utilized by the Development Office during its annual club training days.
- Assist in the delivery of Sponsorship 101.

5. Sponsorship Research & Strategy (15%)

- Develop and maintain an in-depth working knowledge of Schulich's signature events that are aiming to attract sponsorship dollars.
- Guided by the Development Analyst and utilizing advanced research skills, devise a research plan and methodology to research best practices in corporate sponsorship at educational institutions and not-for-profit organizations.
- Assist the Development Analyst with other prospect research related to corporate sponsorship opportunities.
- At the direction of management, conduct preliminary outreach on behalf of Schulich to determine the most viable sponsorship contact(s) at select prospective organizations.
- Recommend key prospects for specific sponsorship properties.

6. Other Duties As Required (5%)+

Perform Other related duties as required. Not to exceed 5%

Responsibility for Others: Yes No

If "Yes", provide details

This position will train and provide direction to volunteers before, during and after events (e.g. sponsored lectures, functions). This position will also support the Senior Events Planner by acting as a resource/go-to person to other/new event support staff.

Job Qualification and Related Skill Requirements

Minimum formal education/training, related experience and job related skills

Education:

Minimum completion of two full-time years of an undergraduate business education program at the university level, or one year of a graduate level management program.

Experience:

At least one year of experience in sponsorship and corporate relations

At least two years of experience working or volunteering in a business school environment

Related skills requirements:

1. Proficient computer skills with Microsoft Suite, and specifically PowerPoint including experience with its graphic design layout.

2. Understanding of donations and charitable contributions:

Understanding of York University's and Schulich School of Business's (SSB) advancement and development.

3. Knowledge of Schulich School of Business, its programs, deliverables and outcomes; and the ability to contextualize and communicate these to others within the Development frameworks of SSB.

4. Problem solving and analytical skills; interviewing and active listening skills.

Ability to research problems where solutions may not be readily apparent and facts may be incomplete. Ability to undertake further inquiry utilizing strong analysis and interpretation skills, and independent judgment.

5. Research and Technical skills: Understanding of the corporate sponsorship marketplace and basic marketing fundamentals. Business research skills and familiarity with a variety of on-line search databases.

6. Time management: Ability to meet multiple deadlines and targets; operating within expected and established policies and procedural frameworks to achieve project deadlines.

7. Flexibility and adaptability: shift and adapt to assigned priorities in order to respond to new opportunities or challenges presented.

8. Able to work independently and as part of a team

9. Confidentiality and ability to use discretion:

Ability to uphold strict confidentiality of private and highly personal, sensitive information (i.e. alumni information), corporate

strategy and other proprietary information.

10. Interpersonal skills: Ability to exercise persuasion, both verbally and in written form, in the context of SSB's Development targets and corporate sponsorships goals.

11. Creativity: ability to use creativity when suggesting unique pricing and benefits.

12. Excellent attendance and punctuality essential.

Additional Language Skills Required: Yes No

If "Yes", provide details

Tick off all that apply and indicate

Regular (R) e.g. for continuous periods during most work shifts OR switching between activities all requiring the same level of visual attention
or **Periodical (P)** e.g. for short periods during most work shifts OR for longer periods of time but not every work shift

Motor Skills

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Using business equipment, operating a cash register or postal equipment | <input type="checkbox"/> <input checked="" type="checkbox"/> Accurate keyboarding requiring some speed |
| <input type="checkbox"/> <input type="checkbox"/> Using hand tools | <input type="checkbox"/> <input type="checkbox"/> Using power and cutting tools |
| <input type="checkbox"/> <input type="checkbox"/> Operating a vehicle | <input type="checkbox"/> <input type="checkbox"/> Coordinated manipulation of levers and switches to operate equipment |
| <input type="checkbox"/> <input type="checkbox"/> Basic keyboarding (where speed/accuracy are not defined requirements) | <input type="checkbox"/> <input type="checkbox"/> Repairing, calibrating or assembling equipment or tools |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Accessing files and entering basic information | <input checked="" type="checkbox"/> <input type="checkbox"/> High volume data entry/keyboarding |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Performing computer searches to compile information | <input type="checkbox"/> <input type="checkbox"/> Precision work to high tolerance |
| | <input type="checkbox"/> <input type="checkbox"/> Other please specify:
Required to operate, maintain and/or perform routine tasks or make simple adjustments to equipment (e.g., fax machine, changing toner on printers, paper jams on photocopiers, cleaning equipment, AV equipment, basic operation of power tools). |

Manual (Physical) Effort

- | | |
|---|--|
| <input checked="" type="checkbox"/> <input type="checkbox"/> Intermittent sitting, standing, moving around | <input type="checkbox"/> <input type="checkbox"/> Crouching, bending, kneeling, stretching |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Sitting for extended periods of time (unable to get up and move around) | <input type="checkbox"/> <input type="checkbox"/> Lifting/moving/ carrying equipment or material of varying weights |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Standing for extended periods of time where it is not possible to sit and perform work | <input type="checkbox"/> <input type="checkbox"/> Pushing wheeled equipment |
| <input type="checkbox"/> <input type="checkbox"/> Walking on uneven surfaces | <input type="checkbox"/> <input type="checkbox"/> Operating heavy hand held devices |
| <input type="checkbox"/> <input type="checkbox"/> Climbing stairs, working on ladders | <input type="checkbox"/> <input type="checkbox"/> Other please specify:
Incumbent may be required to stand for extended periods of time (3-4hrs) when attending events. |

Visual/Mental Concentration

- | | | | |
|----------------------------|---|----------------------------|--|
| <input type="checkbox"/> R | <input checked="" type="checkbox"/> Data entry/ word processing/ transcribing | <input type="checkbox"/> R | <input checked="" type="checkbox"/> Reviewing/checking large amounts of information/data |
| <input type="checkbox"/> P | <input checked="" type="checkbox"/> Reconciliation of numbers/data | <input type="checkbox"/> | <input type="checkbox"/> Monitoring computer screens, displays, equipment |
| <input type="checkbox"/> R | <input checked="" type="checkbox"/> Interviewing/listening | <input type="checkbox"/> | Other please specify: |

Working Conditions Part 1: Environment

- | | | | |
|----------------------------|---|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Cubicle office environment | <input type="checkbox"/> | <input type="checkbox"/> Loud/harsh/high pitched noise |
| <input type="checkbox"/> R | <input checked="" type="checkbox"/> Working in a confined space where movement is restricted | <input type="checkbox"/> | <input type="checkbox"/> Dirt, grease, fumes or odours |
| <input type="checkbox"/> | <input type="checkbox"/> Background noise/lack of privacy resulting from working in an open area | <input type="checkbox"/> | <input type="checkbox"/> Inclement weather, wet environments, temperature extremes |
| <input type="checkbox"/> | <input type="checkbox"/> Dust, temperatures that are warmer/cooler or less ventilated than a controlled environment | <input type="checkbox"/> | <input type="checkbox"/> Human or animal waste/fluids or other unpleasant substances |
| <input type="checkbox"/> | <input type="checkbox"/> Low lighting or glare | <input type="checkbox"/> | <input type="checkbox"/> Rude/unpleasant/impatient people; verbal abuse |
| | | <input type="checkbox"/> | Other please specify:
Incumbent will be sharing a small office with 2 other individuals |

Working Conditions Part 2: Hazards

Potential exposure to risks associated with:

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Working with tools or equipment or performing tasks that require the use of protective measures/devices and/or specific health and safety training | <input type="checkbox"/> | <input type="checkbox"/> Providing direct services in locations where public access is not restricted; aggressive/assertive behaviour may occur |
| <input type="checkbox"/> | <input type="checkbox"/> Slippery surfaces | <input type="checkbox"/> | <input type="checkbox"/> Noxious fumes/odours/toxic chemicals |
| <input type="checkbox"/> | <input type="checkbox"/> Moving or lifting equipment or materials | <input type="checkbox"/> | Other please specify: |

Final Comments:

Interested candidates may apply to Naomi Ierullo at nierullo@schulich.yorku.ca before September 21, 2018 @ 5pm, with a cover letter, writing sample and resume.