

# JMSB MBA-ers: Apply now and earn 3 credits!



## CONCOURS INTERNATIONAL D'ÉTUDE DE CAS MBA **JOHN MOLSON** MBA INTERNATIONAL CASE COMPETITION

**We are now recruiting!**  
**Join us for this once in a lifetime opportunity.**

### What is this course all about?

Elevate your **MBA experience** by applying for one of our **Executive Assistant positions**. You will be part of a **highly energetic team** that will organize the 36<sup>th</sup> edition of the prestigious John Molson International Case Competition (ICC).

This MBA ICC is recognized as the **largest competition** of its kind in the world. The 6-day event attracts **36 top business schools** from around the globe, **300 C-Level executives** from the North American business community and roughly **400 volunteers**.

### What's in it for you?

Take your MBA education beyond the classroom. As an EA you will:

- Earn **3 credits**
- Gain **hands-on experience** and implement real-life business solutions
- Be **coached** by an academic advisor with vast business experience and insight
- **Network** with sponsors, judges, national and international participants
- Enrich your **presentation skills**

### What positions are available?

- Logistics EA
- Judges EA
- Volunteers EA
- Sustainability EA

### Who can apply?

Any current **John Molson MBA student**, whether you're a first year student or a semester away from graduating!



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## LOGISTICS

EXECUTIVE ASSISTANT POSITION (3 CREDITS)

### **Job Description**

Support the Logistics Organizer in planning and executing all logistical tasks related to the competition. Identify manpower requirements and ensure streamlined control room operations. The Logistics EA will have exceptional planning skills and work closely with the organizing team to have a global understanding of the status of the competition.

### **Duties & responsibilities will include, but are not limited to:**

- Maintaining optimum communication with the hotel
- Ensuring logistics files meet the needs of the competition
- Defining the needs and set the standards to conduct a well-coordinated event
- Assisting in setting up and running the competition
- Identifying manpower requirements
- Leading daily group meetings during the week of the competition with Lead Volunteers
- Co-leading case simulations

### **Requirements**

- Excellent communication skills in English (French is an asset)
- Ability to detect problems and recommend solutions quickly
- Detail-oriented with the ability to consider the big picture
- Ability to work under high pressure
- Experience in coordinating events is an asset
- Strong sense of urgency and commitment to the task at hand
- Available to work full-time between January 1-6, 2017
- Able to attend early morning meetings

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INTERESTED APPLICANTS, PLEASE EMAIL YOUR CV TO:  
**MOHAMED.SALEH@MBACASECOMP.COM**



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## JUDGES

EXECUTIVE ASSISTANT POSITION (3 CREDITS)

### **Job Description**

Support the Judges Organizer with recruiting, registering and communicating with over 300 judges, as well as with scheduling our judge panels for the week of the competition. The Judges EA will also work closely with the organizing team on events related to judges, in order to create a memorable experience for our judges.

### **Duties & responsibilities will include, but are not limited to:**

- Helping judges with online registration
- Updating the judge database as they confirm their availabilities
- Assisting with scheduling and managing the availability of judges
- Monitoring judge attendance during week of competition
- Helping organize judge-related events (orientation sessions, cocktails, etc.)
- Working closely with Volunteer EA to recruit qualified volunteer "judge coordinators"
- Communicating with judges during the week of the event to ensure maximum attendance and minimize no-shows

### **Requirements:**

- Excellent communication skills in both English and French (oral and written)
- Detail-oriented with the ability to handle many projects at once
- Able to work under high pressure
- Pro-active attitude and dedication
- Experience in customer service or relationship management is an asset
- Available to work full-time between January 1-6, 2017
- Able to attend early morning meetings

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INTERESTED APPLICANTS, PLEASE EMAIL YOUR CV TO:  
**VALERIE.CONSLANTE@MBACASECOMP.COM**



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## VOLUNTEERS

EXECUTIVE ASSISTANT POSITION (3 CREDITS)

### **Job Description**

Support the Volunteers Organizer in recruiting, communicating, instructing and managing volunteers. Ensure all volunteer positions are filled by identifying capable and cooperative individuals and actively managing their schedule and availability. Work closely with the Logistics EA in planning for the week of the competition and in planning events for the volunteers.

### **Duties & responsibilities will include, but are not limited to:**

- Creating a volunteer's recruitment plan
- Advertising volunteering opportunities
- Working with the logistics committee to ensure manpower requirements
- Recruiting 400 volunteers
- Scheduling and managing the availability of volunteers
- Monitoring and ensuring attendance of volunteers
- Instructing and leading volunteers during the competition
- Helping organize a thank-you event for volunteers

### **Requirements:**

- Excellent communication skills in English (French an asset)
- Detail-oriented with the ability to handle the demands of different stakeholders
- Ability to work under high pressure
- Strong dedication, charisma and a pro-active attitude
- Experience in managing people is an asset
- Available to work full-time between January 1-6, 2017
- Able to attend early morning meetings

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## SUSTAINABILITY & INFORMATION SUPPORT

EXECUTIVE ASSISTANT POSITION (3 CREDITS)

### **Job Description**

Support the Sustainability Organizer to help make the 2017 John Molson MBA International Case Competition the most sustainable to date. This role is responsible for analyzing and executing sustainable initiatives. The Sustainability EA will be heavily involved with the sustainable event management.

### **Duties & responsibilities will include, but are not limited to:**

- Analyzing all aspects of the competition from a sustainability perspective to obtain a low ecological footprint
- Working closely with the Volunteers EA to ensure the competition's Hospitality Suite is as sustainable as possible
- Communicating the competitions' green commitments to the hotel
- Working with the Events Organizer to ensure events are as sustainable as possible
- Contacting green businesses for sponsorships and collaborations
- Contributing to diverse aspects of the competition that are not exclusive to sustainability
- Knowing the competition rules and format including the guide for schools

### **Requirements:**

- Excellent communication skills in English (French is an asset)
- Detail-oriented with the ability to handle the demands of the different stakeholders
- Strong interest in sustainability
- Available to work full-time between January 1-6, 2017
- Able to attend early morning meetings

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