

Job Description: Executive Assistant for Judges

The John Molson MBA International Case Competition (ICC) is a prestigious not-for-profit annual event organized by a group of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. It is recognized as the largest and one of the most respected business case competitions globally. This competition invites graduate business students from universities around the world to compete in a week-long event, which usually takes place in January. This an experiential learning course awarding 3 credits to JMSB MBA students.

Overall Purpose:

The Judges Executive Assistant is responsible for overseeing the recruitment of judges for the upcoming International Case Competition and managing all communications with selected judges. This role plays a crucial part in maintaining and improving the standing of the JMSB ICC as the best International Case Competition in the world. The Judges Executive must regularly present progress reports with the rest of the Organizing Team and the Board of Directors at Board Meetings. The presentations are prepared with extensive coaching and input from the Academic Advisor. The Academic Advisor acts as a bridge between the Board and the Team which is made up of 5 Organizers and 4 Executive Assistants who are selected from the MBA program and are approved by the Academic Advisor.

Reporting Relationship:

The EA Judges reports to the Board of Directors, the judges sub-committee, and is guided and coached by the Academic Advisor. The EA Logistics works closely with the Organizer – Judges, Cases and Events.

Major Responsibilities:

- Assess the existing judge pool to identify any specific issues in its composition
- Recruit new judges as necessary and establish selection criteria
- Select existing judges for promotion to leads and establish promotion criteria
- Identify judges who will be demoted or not invited back

- Prepare the call for judges and orientation sessions
- Review competition rules and make any necessary changes
- Select and schedule judge panels and communicate schedules to judges
- Develop a methodology to assess judge performance and address any issues
- Prepare remarks/reminders for judges at daily briefings
- Develop a methodology/survey to gather feedback from judges

Skills and Assets:

- Excellent written and verbal communication skills
- Strong time-management skills
- Ability to work cohesively in a team as well as independently
- Organized and detail-oriented
- Receptive to constructive criticism
- Ability to attend early morning meetings
- Experience with Mail Chimp and knowledge of Gmail plug-in for widespread communications
- Proficiency in French
- Previous volunteering experience in the ICC

Learning Outcomes:

- *Leadership:* Develop leadership skills by overseeing the recruitment and management of judges, contributing to the success of a prestigious international event.
- *Communication:* Enhance written and verbal communication skills through regular interactions with judges and the organizing team.
- *Project Management:* Gain experience in managing a large-scale project with defined timelines and deliverables.
- *Networking:* Build a network of professionals in the business and academic world through interactions with judges and advisors.
- *Problem-Solving:* Develop problem-solving skills by addressing issues related to judge recruitment, performance, and feedback.
- *Teamwork:* Improve teamwork skills by collaborating with the organizing team, advisors, and judges to ensure the smooth running of the competition.

The Executive Assistant for Judges role offers a unique opportunity for personal and professional growth, preparing students for leadership positions in diverse organizational settings.

