

Job Description: Judges, Cases, and Events Organizer

John Molson School of Business (JMSB), International Case Competition (ICC)

The John Molson MBA International Case Competition is a prestigious event organized by a team of MBA candidates from the John Molson School of Business at Concordia University in Montreal, Canada. As the largest international case competition of its kind, it attracts top MBA business schools worldwide. This role is a part of an experiential learning course awarding 6 credits to JMSB MBA students.

Overall Purpose of This Position:

The Organizer for Judges, Cases, and Events at the John Molson MBA International Case Competition (JMSB ICC) plays a pivotal role in maintaining and enhancing the prestige of the ICC. This position involves overseeing the recruitment of judges, selecting competition cases, and organizing events during the competition week.

Reporting Relationship:

The Judges, Cases, and Events Organizer reports to the Advisory Board of Directors and the Judges, Cases, and Events sub-committees, receiving guidance, coaching, and evaluation from the ICC Academic Advisor.

Major Responsibilities:

Judge Recruitment and Management:

- Lead the recruitment process for judges, ensuring a diverse and high-caliber panel.
- Coordinate with the Judges Executive Assistant for smooth execution of recruitment and follow-up processes.
- Conduct briefing sessions for judges to ensure clarity on roles, responsibilities, and competition rules.

Case Selection and Coordination:

- Draft and disseminate calls for cases, managing submissions and selection.
- Collaborate with the Advisory Board's subcommittee to define and communicate the competition's theme.
- Oversee the selection process for the top 5 cases and identify a company for the live case.

Event Organization:

- Plan and coordinate key events including the welcome cocktail, networking events, third-party activities, and the closing celebration.
- Manage logistics such as distribution and printing of cases for the competition week.
- Ensure effective financial tracking for case writing and event expenses.

Communication and Collaboration:

- Work closely with a team of organizers and executive assistants, providing leadership and support where needed.
- Regularly report progress to the Advisory Board with guidance from the Academic Advisor.

Skills and Assets:

Required:

- Strong written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Organizational skills with attention to detail.
- Openness to constructive feedback.
- Availability for early morning meetings and full-time commitment from December 27th to January 9th.

Assets:

- Experience in event planning.
- Prior volunteering experience at ICC events.

Learning Outcomes:

- *Leadership and Management Skills:* Develop strong leadership qualities by managing diverse tasks and a team of assistants, enhancing your ability to lead complex projects.

Event Planning Expertise: Gain hands-on experience in organizing large-scale, prestigious events, learning about logistics, coordination, and execution.

Networking and Communication: Enhance your networking skills through interactions with a wide range of professionals, improving your ability to communicate effectively in diverse settings.

Problem-Solving and Decision Making: Sharpen your decision-making and problem-solving abilities by tackling real-world challenges in case selection and event management.

Project Management: Build comprehensive project management skills, including planning, execution, and monitoring, essential for any business leader.

Cultural Competency and Teamwork: Working in a multicultural environment and coordinating with a diverse team will enhance your cultural understanding and team collaboration skills.

Financial Acumen: Develop financial management skills by overseeing budgeting and financial tracking for case competitions and events.

By fulfilling the role of the Organizer for Judges, Cases, and Events at the JMSB ICC, you will gain invaluable practical experience, enhancing your business acumen and preparing you for future leadership roles in the business world.