



Director of Relations Roles and Responsibilities

About the Position:

The Management Society is a student-led organization under the College of Business Administration (CoBA) at CSUSM. As Director of Relations, you will serve as the representative for communication and connection between members of the community, CSUSM faculty, and alumni wanting to support the society through MGMT Relations. This position requires a self-motivated person with strong communication skills who enjoys creating positive relationships with others. In addition, this candidate believes in the organization's mission of “inspiring today’s students to become tomorrow’s great leaders!” To accomplish this mission, the Director of Relations will aid in promoting MGMT Relations with the Marketing Director and manage opportunities brought through MGMT Relations with the President. Additionally, you will develop a schedule for board members to do society pitches in BUS 300 classes.

Roles:

- Oversee and support communication with members of MGMT Relations
- Recognize advancement and growth opportunities for the Management Society and its members
- Coordinate with BUS 300 faculty ideal pitch times for classes

Responsibilities:

- Foster positive relationships with the community, CSUSM faculty, and alumni
- Organize contacts and information received through MGMT Relations
- Coordinate with the Marketing Director to promote MGMT Relations through LinkedIn
- Maintain relationships through occasional email updates
- Develop a schedule for board members to give society pitches at the beginning of each semester

Requirements:

- Be matriculated and enrolled at CSUSM
- Maintain a minimum overall grade point average of 2.0 each term
- Be in good standing with the University
- Earn at least 6 semester units while holding office
- Attend and participate in all ALL society meetings

Qualifications:

- Passion to aid the growth of the MGMT Society and to “inspire today’s students to become tomorrow’s great leaders!”
- Effective communication and organizational skills
- Proficient in Google Drive/Shared Drive folders
- Ability to multi-task and work individually
- A self-starter with attention to detail