

VP Internal (2)

- Planning the Admissions Night, Q&A sessions, Pharmacists night and other various club events
- Helping the IT Coordinator with answering emails and setting up events
- Work with VP external to coordinate events

VP External (1)

- Establishing and maintaining a relationship with external organizations
 - Provide unique benefits to the club such as study sessions, MMI practice sessions, etc.
- Liaising with the UBC faculty as well as other Canadian Pharmacy faculties in getting representatives to come to admissions night
- Aid the VP internal in planning events

Secretary (1)

- Responsible for keeping track of meeting minutes on google doc. Organizing, compiling and sending out as emails after every club meeting to executives
- Managing and deciding location and booking of rooms for club events

IT Coordinator (2)

- Setting up sign up forms and organizing excel sheets for the events
 - Knowledge on Microsoft Excel will be essential
 - Knowledge on using Google Docs/Forms will be an asset
- Managing the email of the club, responding to emails in a timely and professional manner.
- Managing the club website by posting and updating the site with the events we host (in coordination with Marketing)

Marketing Coordinator (1)

- Find innovative ways to increase turnout for events
- Designing event posters for advertising club events online
 - Experience in artwork or digital design is preferred
- Managing social media (i.e. Facebook group) by posting latest updates on the club and answering any questions posted on the Facebook group to the best of your ability

For those of you who are interested in applying, please send us an email (Prepharmacy.ubc@gmail.com) with your resume listing your experiences that you believe make you qualified for the position, and your availability for an interview in the month of August.

The deadline for applications is **August 5th**. However, we may be **sending out interview invitations on a rolling basis**. If you are out of town, let us know and we can arrange something for that.

We will be contacting everyone when a decision is made, so please do not bombard us with emails.

Lastly, **when sending in a resume** and availability, **please title "Resume for (the position you are applying for)"**, that way it is easier for us to filter through all the emails. If you have any questions, please let us know.

Cheers,
Pre-Pharmacy Society of UBC