

Job Title:	Business Consultant	Job Category:	Consulting
Location:	TBA	Travel Required:	Yes
Level/Salary Range:	Volunteer	Time Commitment:	6-8 hrs. / week
HR Contact:	Lisha Fei	Date posted:	December 26, 2016
Will Train Applicant(s):	Yes	Posting Expires:	January 29, 2017

Applications Accepted By:

Please send resumes and cover letters to:
info@westernmanagementclub.ca

Job Description

JOB SUMMARY

Business consultants are responsible for creating and delivering business proposals and recommendations to partnered businesses of Western Management Club's Consulting Program. He/she will work directly under supervision of the Consulting Program Director. He/she will ensure benchmarks, deadlines and deliverables are met and completed for the business partner. He/she will also be responsible for periodic reviews and updates for the Managing Director. Upon completion of the program, a compilation of the year's work is organized for feedback and review.

REPORTING RELATIONSHIPS AND ORGANIZATIONAL IMPACT

Director: Performs assigned tasks and discusses action items with the Managing Director.

Influence on Organization: Assist in WMC's development as a reputable club in the Western community and build long-term relationships with business partners.

QUALIFICATIONS

<u>Experience</u>	Previous experience in leadership and management preferred.
<u>Knowledge</u>	General consulting skills business knowledge (preferred but not mandatory). Strong background of business acumen and technological skills.
<u>Skills</u>	Communication Time Management High degree of organization Ability to conduct meetings and deliver constructive criticism Public speaking Critical thinking Efficient at Google Drive
<u>Characteristics</u>	Flexible and adaptable personality Ability to analyze situations and critically evaluate them High degree of attention to detail Motivated and committed to enhance and improve the program Enjoys providing guidance to subordinates while aiding them in developing new skills Balance of autocratic and supportive leadership

DUTIES AND RESPONSIBILITIES			
<u>Name of Duty and Time of Allocation</u>	<u>Description of Duty</u>		
Collaboration & compile (October-December)	Responsible for collaborating with other business consultants within their group in an effort to create and compile an extensive business plan for their client. Tasks such as: data mining, market research and presentation preparation have been frequently used by previous groups.		
Meetings (1 x/ week)	Provide detailed summaries of the progression of the project and report it to the Consulting Program Director. (When recording information, it is required to provide information in a concise and accessible manner).		
Final presentation (January)	After multiple mock presentations to the Director of Career Development and the Consulting Program Directors, groups will be required to present their findings and solutions to the client.		
BENEFITS			
<u>Type</u>	<u>Description</u>		
Leadership experience	The position holds a high degree of autonomy that enhances decision-making skills, time management and collaboration between other members in the Consulting program.		
Reference Letter	Upon a positive review from the Managing Director of Career Development, a reference letter will be granted at the end of the 2016-2017 school year.		
Networks	Opportunity to establish networks with student consultants, members of WMC, business partners		
ADDITIONAL NOTES/ DISCLAIMER:			
<i>This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i>			
Reviewed By:	Sacha Guberman	Date:	December 26, 2016
Approved By:	Lisha Fei	Date:	December 26, 2016
Last Updated By:	Sacha Guberman	Date/Time	December 26, 2016