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FINANCE AND INVESTMENT STUDENTS' ASSOCIATION

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The Finance and Investment Students' Association (FISA) is a non-profit student run organization that represents over 2000 Finance students attending the John Molson School of Business at Concordia University. We have two subsidiaries: The John Molson Trading League (JMTL) and the John Molson Investments Society (JMIS).

FISA specializes in bridging the gap between theory and practice by organizing numerous information sessions, networking cocktails, conferences and competitions. We are recruiting 10 executives for the upcoming academic year. A brief description of the executive positions can be found on the following pages.

\* Kindly note that it is required that the incumbents be attending classes during both fall and winter semesters.

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## VP Marketing

This position entails the creation and development of all marketing material needed for our various events. The chosen applicant will be responsible for the creation of marketing material and marketing plan throughout the year, in addition to curating effective surveys. This executive will also be responsible for promoting FISA events on social media and on campus.

### **Requirements:**

- ❖ Knowledge of Adobe Illustrator & Photoshop
- ❖ Creative
- ❖ Excellent organizational skills
- ❖ Experience with video editing is an asset

\*Kindly bring a sample of your marketing work.

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## VP External (2 available)

This position entails the managing and development of both current and new relationships with sponsors and corporate contacts. The chosen individual will be in charge of securing sponsorship and speakers for FISA events.

### **Requirements:**

- ❖ Persistent
  - ❖ Self-driven
  - ❖ Strong communication and presentation skills
  - ❖ Extrovert
  - ❖ Professional
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## VP Internal

The VP Internal manages logistics and coordination with Hospitality Concordia for event planning. They will be in charge of organizing and planning all FISA meetings as well as taking minutes. Furthermore, this individual will help drive change on the team by compiling and tracking the results from post-event surveys.

### **Requirements:**

- ❖ Accountable and highly organized
  - ❖ Ability to work autonomously
  - ❖ Ability to establish contacts with professors and other Concordia staff
  - ❖ Excellent written and spoken communications skills
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## VP Events (2 available)

VP Events will be responsible for planning and organizing all of our events throughout the year. They will work with the VP Internal to choose venues, themes, organize catering, etc. to ensure everything runs smoothly.

### **Requirements:**

- ❖ Strong interest, passion and knowledge of finance
  - ❖ Open-minded and comfortable speaking in public
  - ❖ Resourceful, familiar with FISA events
  - ❖ Experience with event planning is an asset
  - ❖ Creative
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## VP Technology

The VP Technology will be primarily responsible for coordinating the technological requirements for JMSX. They will also be required to maintain the FISA website, support any peripheral tech needs throughout the year, and work with the data collected post-event. They will also work hand in hand with the VP Marketing for the online promotion of events.

### **Requirements:**

- ❖ Familiar with relevant coding languages (C#, C++, Python)
- ❖ Interest in FinTech
- ❖ Independent, self-driven
- ❖ Reliable

\*Please provide sample of any programs you have worked on

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## VP Finance

Did you enjoy performing budget schedules in COMM 305? Did you develop a perfect understanding of bank reconciliations from COMM 217? Do you remember how to use excel from BTM 200 or COMM 226, and know the difference between solvency and liquidity? As VP Finance for FISA, you will be responsible for managing the revenues and expenses of the association to assure that our balance sheet balances. Some tasks include but are not limited to writing cheques, doing monthly reconciliation of the bank account, and approving team expenses.

### **Requirements:**

- ❖ Strong quantitative skills
  - ❖ Proficiency in excel
  - ❖ Highly organized
  - ❖ Professional
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## VP Academic

Responsibilities include, being involved in writing the case and deciding the price path of JMSX and making sure that both JMIS and JMTL are attended to and supported by FISA, all while maintaining their independence. Furthermore, the VP Academic is expected to teach financial modeling tutorials, and attend to other academic affairs relating to the student body and FISA (e.g. case competitions, conferences, tutorials etc).

### **Requirements:**

- ❖ Passion for and knowledge of Finance
  - ❖ Proficiency in excel
  - ❖ Self-motivated
  - ❖ Familiarity with JMIS and JMTL
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## VP Communications

As VP Communications you are the liaison between FISA and the general public. Your responsibilities would include managing social media posts and engagement, maintaining contact with other Finance associations, along with the creation and delivery of post-event surveys for data analysis.

### **Requirements:**

- ❖ Knowledge of FISA, its events, and subsidiaries
- ❖ Excellent written and oral communication skills
- ❖ Must be familiar with various social media platforms