

# CASEiT

## CaselT 2022 Organizing Committee

Recruitment Package

CaselT is the premier international undergraduate MIS case competition hosted annually in collaboration with the SFSS and SFU Beedie School of Business

# Contents

01	—	<b>ABOUT CASEIT</b>	3
02	—	<b>TEAM HOST</b>	4
03	—	<b>COORDINATORS</b>	
		Logistics Coordinator	10
		Events Coordinator	12
		Competitor Experience Coordinator	14
		Technology Coordinator	16
		Corporate Relations Coordinator	18
04	—	<b>ASSOCIATES</b>	
		Design Associate	22
		Media Associate	24
05	—	<b>PIVOT COORDINATOR</b>	26
04	—	<b>ADDITIONAL INFORMATION</b>	
		Application Process	31
		Commitment Required	31



## About CaseIT

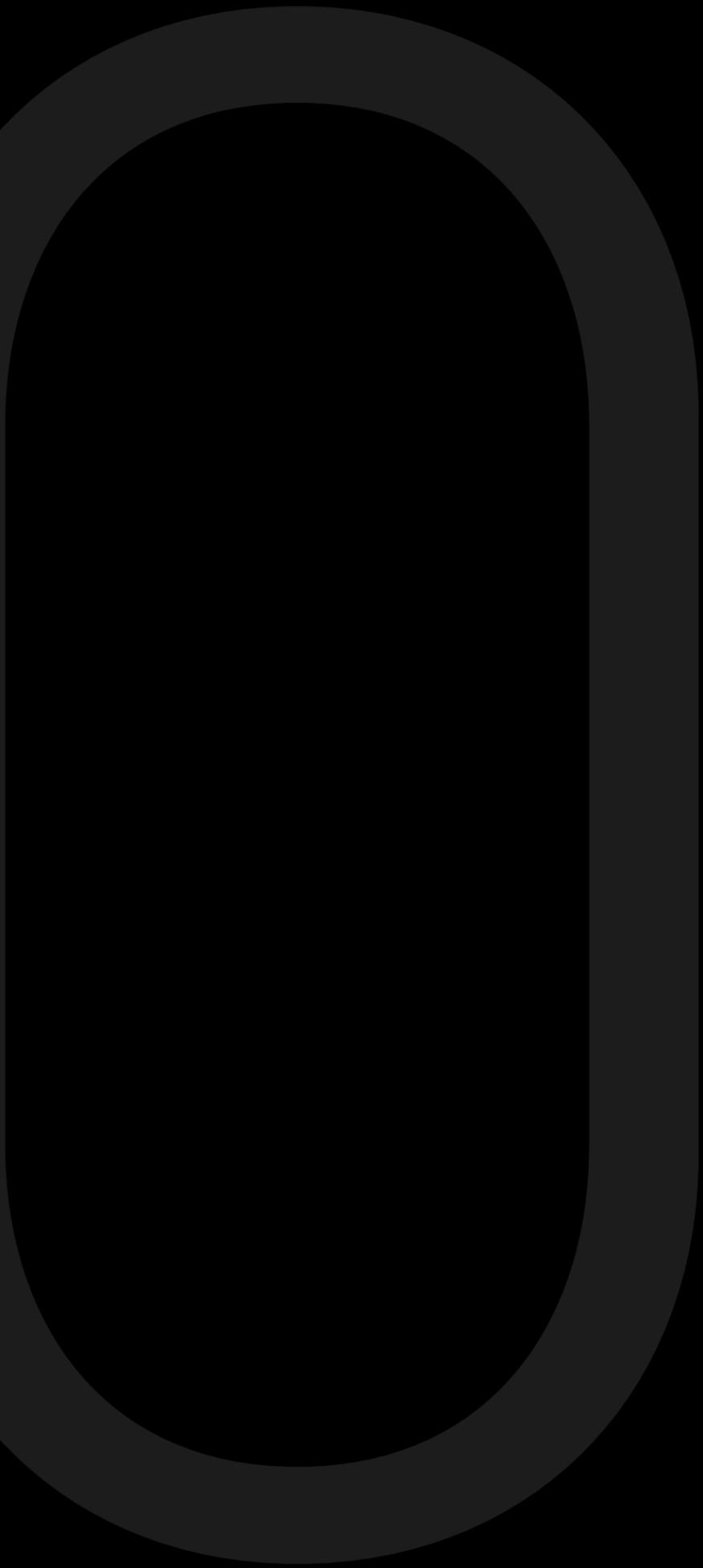
CaseIT is the world's premier international undergraduate management information systems business case competition.

CaseIT is the world's premier international undergraduate MIS case competition hosted in collaboration with the SFU Beedie School of Business in Vancouver, Canada. Every year, CaseIT brings together top business students and distinguished faculty members from around the globe, experienced industry professionals, and dedicated Simon Fraser University students to challenge the status quo, redefine the boundaries of business and technology, and build global connections.

The competition week provides a rigorous platform that tests students' case analysis capabilities, challenges students to think creatively, and empowers them to present with confidence in front of esteemed industry professionals on an international stage.

**This year we are excited to announce that CaseIT 2022 will be held in-person!**

Due to the unpredictability of COVID-19, the CaseIT team will continue to monitor British Columbia's current situation and will update processes as needed. Changes to the competition may occur if province-wide restrictions are reinstated.



Team Host



Available positions: 16

## Team Host

Team Hosts stand on the frontlines of CaseIT, ensuring that competing teams from around the world are well-equipped to tackle every aspect of the competition week.

Using their positivity, charm, and quick thinking, they understand the needs of competitors and remain organized under high-pressure situations. Each Team Host is highly perceptive and understands the importance of escalating issues when necessary. Team Hosts are also motivated by meeting new people, learning about different cultures, and engaging in a positive, thoughtful manner with competition stakeholders - ultimately building an exceptional impression of CaseIT, SFU Beedie, and Vancouver!

### COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Team Host Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 Team Host Session from 10 AM - 3 PM on November 21, 2021
- Must attend CaseIT 2022 OC Team Meetings (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022

### CORE RESPONSIBILITIES INCLUDE:

- Welcoming university teams to the beautiful scenery and culture of Vancouver as their personal team escort
- Leading teams around the city for the competitor events, Discover Vancouver and Explore Vancouver
- Managing the overall competition experience for one of the competing universities at CaseIT
- Ensuring your university team is well-equipped to tackle all aspects of the competition week, by completing tasks such as: accurately communicating competition rules, delivering meals, and escorting competitors to presentation rooms

### ADDITIONAL RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Ensuring clear, consistent, and accurate competition information is communicated to your university team in a timely manner before, during and after the official competition dates
- Supporting your competing university through the emotional roller coaster of the CaseIT competition week, by encouraging, reassuring, and celebrating with the competitors and coach
- Celebrating the achievements of all competing teams throughout the CaseIT competition week, and acting in a professional manner as an ambassador of Beedie
- Leveraging your dedication and enthusiasm for CaseIT to create a memorable CaseIT experience through meaningful interactions with competitors and coaches

### ADDITIONAL QUALIFICATIONS:

- Preference is given to students majoring in Business Administration
- Strong communication and interpersonal skills in team environments
- Ability to speak languages other than English is an asset, but not required
- Dedication, commitment, and a positive attitude!

### SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Improved communication, organization, and leadership skills
- Build lasting connections with team members, student attendees, global competitors, and industry professionals
- Take pride in being a part of the largest MIS international case competition!



**Coordinators**

Available position: 1

# Logistics Coordinator

The Logistics Coordinator will assist the Directors of Logistics to ensure that the competition runs smoothly and the key logistical framework is accurate and timely.

This individual is passionate about schedules, meticulous, detail-oriented, and exhibits a calm demeanour in the face of abrupt or unplanned challenges.

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Directors of Logistics
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 weekly OC Team Sessions (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022
- Approximately 5-10 hours of commitment per week

## ADDITIONAL QUALIFICATIONS:

- Strong verbal and written communication skills
- Ability to adapt to changing circumstances and priorities
- Experience in organizing or competing in a case competition is an asset
- Intermediate knowledge of Google Sheets & Microsoft Excel
- Detail-oriented and a quick learner

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Assisting with the preparation for the logistics training sessions
- Transcribing spreadsheet logistics into Google Calendar and nametags
- Assisting with the preparation and assembly of key case-related materials
- Preparing logistical materials used across the competition
- Assisting in planning transportation during competition week

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Venue Logistics:** Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.
- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaseIT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Demonstrated capabilities in collaborating in a team environment under high pressure
- Proven skills for managing change and communicating effectively with stakeholders
- Immersive understanding of event management and execution processes
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition

Available position: 1

# Events Coordinator

The Events Coordinator assists with the seamless execution of CaseIT's two signature events throughout the rigorous competition week, the Welcome Ceremony and the Awards Banquet.

By employing your creativity and knowledge in designing decorations and event planning, you will help in creating the aesthetic presentation for our competitors and stakeholders. As an extremely detail-oriented individual, the finesse you bring to the table will elevate the CaseIT experience to ensure the delivery of a world-class case competition

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Director of Events
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 weekly OC Team Sessions (3 hours per week) from January to February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022
- Approximately 5-10 hours of commitment per week

## ADDITIONAL QUALIFICATIONS:

- Strong verbal and written communication skills
- Experience in event planning is an asset
- Ability to remain calm, cool, and collected in a high-stakes competition environment
- An affinity for efficiency and executing according to schedule

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Designing and executing decoration arrangements and creating a cost breakdown based on potential options
- Conducting research to determine additional venue necessities
- Drafting an inventory list of all the items needed for the Welcome Ceremony and Awards Banquet
- Assisting the Director of Events and working with the Competition Execution team in creating event logistics
- Developing and executing Organizing Committee training and onboarding of competition week event details
- Ensuring guest attendance is registered and documented

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Venue Logistics:** Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.
- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaseIT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Demonstrated capabilities in collaborating in a team environment under high pressure
- Proven skills for managing change and communicating effectively with stakeholders
- Immersive understanding of event management and execution processes
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition

Available position: 1

# Competitor Experience Coordinator

The Competitor Experience Coordinator will assist the Director of Competitor Experience in delivering unique experiences and high-quality accommodations that provide competitors with a warm welcome to Vancouver, CaseIT, and the Beedie School of Business.

This individual identifies activities that effectively balance enjoyment and competition while enhancing the competitors' overall experience throughout the week of CaseIT 2022. They are eager to demonstrate what makes CaseIT a unique and world-class competition through innovative competitor activity planning.

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Directors of Logistics
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 weekly OC Team Sessions (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022
- Approximately 5-10 hours of commitment per week

## ADDITIONAL QUALIFICATIONS:

- Strong verbal and written communication skills
- Problem-solving skills and adaptability
- Ability to work independently and in a team
- Strong time management and organizational skills, with the ability to meet multiple deadlines
- Passionate about sharing Vancouver's best sights and activities

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Assisting in event and activity planning for ReadyForIT, Discover Vancouver, Coaches Event and assembling competitor gift baskets
- Assisting with event logistics for each of the competitor events
- Reaching out to external caterers for meal options, quotes and availability for competitor meals
- Collecting dietary restrictions from the Organizing Committee
- Assisting the Director of Competitor Experience in distributing meals during the competition week

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Venue Logistics:** Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.
- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaseIT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Demonstrated capabilities in collaborating in a team environment under high pressure
- Proven skills for managing change and communicating effectively with stakeholders
- Immersive understanding of event management and execution processes
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition

Available position: 1

# Technology Coordinator

The Technology Coordinator will work with the Competition Execution team to ensure a seamless competition experience where technical barriers will not interrupt competitors' opportunities to prepare for the challenging competition and shine on a global stage. This individual is passionate about leveraging technology to drive efficiency and deliver value during the presentations and key events. They are able to move swiftly in the face of adversity to remedy technical issues. This individual is a contributor behind the implementation and development of all audio-visual equipment to ensure the delivery of a world-class case competition experience to all stakeholders.

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Directors of Logistics
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 weekly OC Team Sessions (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022
- Approximately 5-10 hours of commitment per week

## ADDITIONAL QUALIFICATIONS:

- Strong verbal communication skills
- Strong knowledge of audio-visual equipment
- Passion for event production and all things technology
- Technical and detail-oriented, with a keen eye for innovation
- Previous experience managing technology equipment is an asset
- Dedication, commitment, and a positive attitude

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Improved communication, organization, and leadership skills
- Proficient event planning and audio-visual skills
- The ability to manage technology-related logistics and delivery of a high-quality competition experience to an international audience
- Knowledge about case competitions and the Vancouver technology industry
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Ensuring competitors' seamless experience during the competition by leading and tackling issues related to digital registration, projectors, electronic room timers, and other audio-visual equipment.
- Sourcing and arranging transportation of audio-visual equipment needed throughout the year.
- Supporting the delivery of high-quality events throughout the week by overseeing tasks such as set-up and take-down of audio-visual equipment.
- Providing the ability for stakeholders, spectators, and competitors' families to view the final presentations and awards banquet by implementing a live-streaming solution.
- Recommending, selecting, and implementing suitable technologies to streamline internal operations within the team
- Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaseIT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

Available position: 1

# Corporate Relations Coordinator

The Corporate Relations Coordinator is integral to securing the corporate interest, enthusiasm, and monetary support necessary to turn the Organizing Committee's ideas into reality.

This individual displays maturity and professional confidence and thinks on their feet to craft persuasive messages that align with the unique needs of each corporate sponsor. Articulate, energetic, and approachable, he or she reacts with optimism and tact in the face of rejection while effectively representing and communicating the CaselT and Beedie School of Business brand.

## COMMITMENT REQUIRED:

- Must attend CaselT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Directors of Logistics
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaselT 2022 OC Team Session on November 14, 2021
- Must attend CaselT 2022 weekly OC Team Sessions (3 hours per week) from January - February 2022
- Must attend CaselT 2022 Competition Week from February 20 - 25, 2022

## ADDITIONAL QUALIFICATIONS:

- The ability to display and uphold a professional appearance
- The ability to maintain a positive attitude and focus on partner satisfaction in a fast-paced environment
- The ability to be conversationally adept, and provide insightful responses to questions from stakeholders
- The ability to motivate oneself to accomplish given tasks
- Previous sales or sponsorship experience is an asset, but not required
- Previous experience in formal business writing is an asset, but not required
- Previous event planning experience is an asset, but not required

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

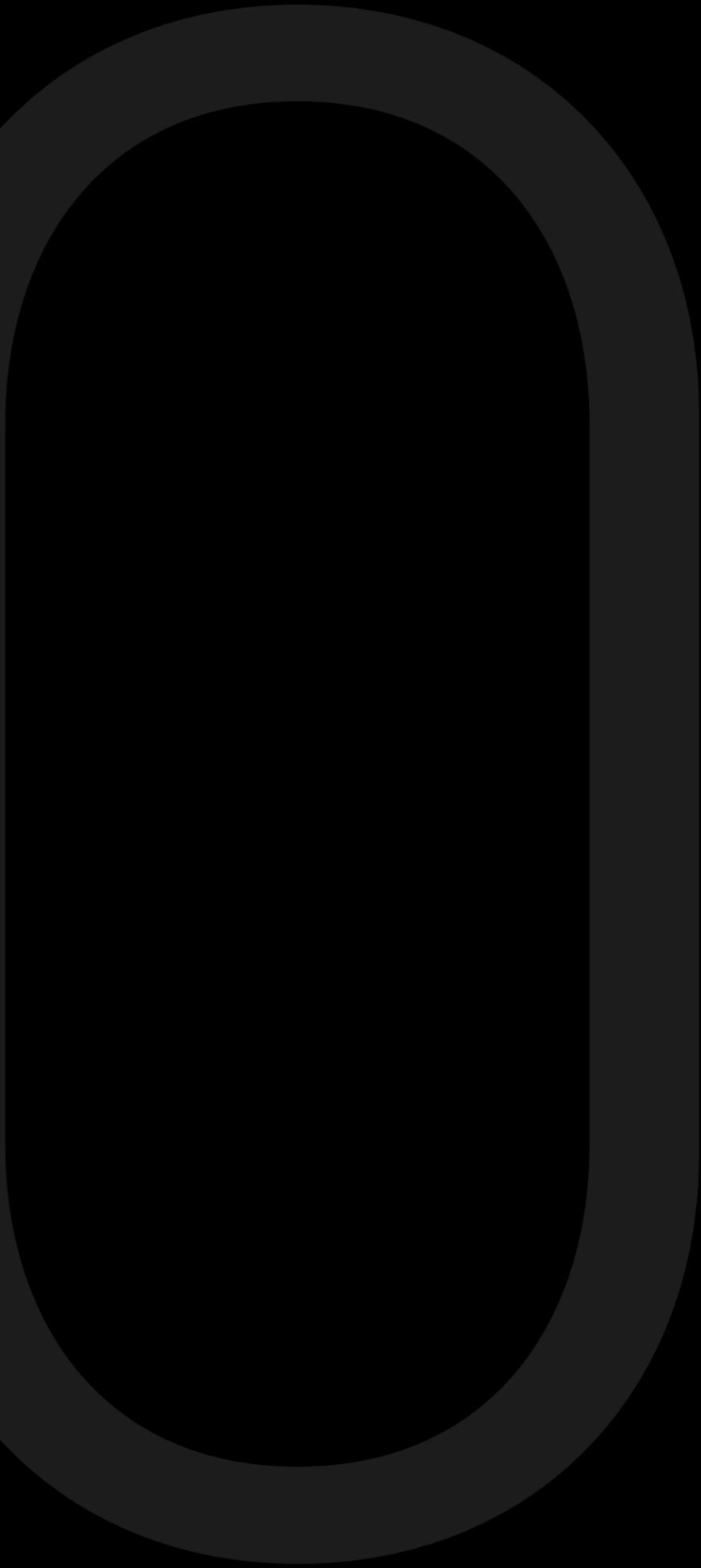
- Managing in-kind sponsorship for CaselT
- Researching potential in-kind sponsors
- Drafting personalized emails to prospective in-kind sponsors, while finding and highlighting the value CaselT will bring to their organization
- Arranging and facilitating phone calls and in-person and virtual meetings with prospective sponsors with the support of your Directors of Sponsorship
- Maintaining sponsor relations and providing information once partnerships have been finalized
- Tracking and logging all major activities in our CRM system

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Venue Logistics:** Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.
- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaselT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Experience establishing, maintaining, and fortifying corporate relations
- Experience working within a large, diverse, and passionate team
- Strengthened communication skills, both written and verbal
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- The opportunity to expand your personal network through forged connections



Associates



Available positions: 2

# Design Associate

The Design Associate is experienced with the art of transforming imaginative ideas and concepts into a cohesive, professional visual experience.

This individual sees beauty in detail and is captivated by the opportunity to ensure that every line, word, and image is placed on competition materials with purpose. The Design Associate is comfortable with challenging the status quo, stimulating thoughtful discussion, and understanding that the “packaging” of the competition is equally as valuable and impactful as the competition itself.

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Team Host Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 Team Host Session from 10 AM - 3 PM on November 21, 2021
- Must attend CaseIT 2022 OC Team Meetings (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Assisting the Director of Design and executing duties as required by the Marketing Team
- Creating print and digital materials such as booklets, banners, and social media posts
- Assisting in designing professional documents that will be provided to external stakeholders
- Ideating new branding strategies and pitching creative ideas to enhance projects
- Asking questions and using feedback to improve visual assets

## ADDITIONAL QUALIFICATIONS:

- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- A portfolio or samples of past design work
- Strong verbal and written communication skills
- Extremely detail-oriented
- Ability to work independently and in a team
- Excellent time management and organizational skills, with the ability to handle multiple projects concurrently and operate in a fast-paced environment
- Open-minded and able to learn from critique

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- A creative portfolio bolstered with content from a high-profile international event
- Demonstrated collaborative efforts in the creative development process with other team members
- Ability to effectively communicate branding through the use of visuals
- Develop ability to provide professional critique that is aligned with a marketing strategy and branding
- Develop strong organizational skills
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition



Available position: 1

## Media Associate

The Media Associate is impeccably skilled at being in the right place at the right time to capture the competitive spirit, enthusiasm, and anticipation throughout the competition.

This individual has a keen desire to see the world through a different lens, and takes a new and creative approach with each click of the shutter. A picture is worth a thousand words - therefore, the Media Associate plays an integral role in assisting the Director of Media in bringing the CaseIT 2020 brand to life through both photography and videography.

### COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Team Host Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 Team Host Session from 10 AM - 3 PM on November 21, 2021
- Must attend CaseIT 2022 OC Team Meetings (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022

### CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Assisting the Director of Media in the creation of photography and videography
- Ensuring competitors and other stakeholders are actively engaged in social media throughout the competition by collecting, editing, and posting competition images in a timely manner
- Ideating new branding strategies and pitching creative ideas to enhance projects
- Capturing behind the scenes content of the Organizing Committee, such as each individual team member and the ongoing process that the team takes to run a world-class competition

### ADDITIONAL QUALIFICATIONS:

- Proficiency in Adobe Creative Suite (Illustrator, PremierePro, Photoshop, and After Effects)
- A portfolio or samples of past media work
- Ability to work independently and in a team
- Excellent time management and organizational skills, with the ability to handle multiple projects concurrently and operate in a fast-paced environment
- A keen eye for detail and design aesthetics

### SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- A creative portfolio bolstered with content from a high-profile international event
- Demonstrated collaborative efforts in the creative development process with other team members
- Ability to effectively align an organization's branding in photography and videography
- Ability to provide professional critique that is aligned with a marketing strategy and branding
- Develop strong organizational skills
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Pride in being a part of the largest MIS international case competition



PIVOT

Available positions: 2

# PIVOT Coordinator

**PIVOT** is a two-day business case competition dedicated exclusively to local undergraduate students, challenging them to solve relevant issues within the community.

The event aims to creatively connect problem-solvers from all backgrounds to come together in a day of collaboration, interaction, and engagement. The PIVOT Coordinators will assist the PIVOT Chair and Directors in a variety of tasks to plan and execute this action-packed weekend. Each motivated and detail-oriented individual will be integral in ensuring an exceptional experience for our attendees and key stakeholders.

## COMMITMENT REQUIRED:

- Must attend CaseIT 2022 Fall Recruitment Onboarding from 11 AM - 2 PM on October 31, 2021
- Must attend regularly scheduled meetings with the Directors of Logistics
- Option to attend regularly scheduled Competition Execution Team meetings
- Must attend additional Preparation Sessions (as required) with the Competition Execution Team
- Must attend CaseIT 2022 OC Team Session on November 14, 2021
- Must attend CaseIT 2022 weekly OC Team Sessions (3 hours per week) from January - February 2022
- Must attend CaseIT 2022 Competition Week from February 20 - 25, 2022

## ADDITIONAL QUALIFICATIONS:

- Strong verbal and written communication skills
- Event planning experience is an asset
- Ability to work independently and in a team
- Creative and motivated!

## CORE RESPONSIBILITIES INCLUDE:

(but are not limited to)

- Assisting the PIVOT Chair and Directors with executing duties ranging from marketing, logistics, and corporate relations
- Collaborating with the PIVOT subteam to plan and execute elements of a 2 day comprehensive MIS case competition
- Foster and maintain relationships with various stakeholders as well as act as a point of contact representing PIVOT and CaseIT 2022
- Preparing for PIVOT logistics training sessions

## ADDITIONAL RESPONSIBILITIES INCLUDE:

- **Venue Logistics:** Ensuring registration areas, place settings, equipment and stages for the Welcome Ceremony and Awards Banquet event venues are set up prior to the execution of the event.
- **Deliberation:** Assisting with all deliberation-related tasks for the short and long cases, including case and deliberation materials delivery, food and beverage delivery, and technical support.
- **Hospitality:** Assisting with the compilation and delivery of hospitality-related components including competitor gifts, sponsor gifts, welcome packages, and judges' packages.
- **Presentation Room:** Managing the case presentation room logistics, including the rules overview, timing presentations, and welcoming industry professional judges.
- **Case Presentations:** Ensuring that all teams are in the right place at the right time, presentation USBs and slide decks are ready to go, and escalating time-sensitive issues.
- **Registration:** Managing an organized flow of information and welcoming competitors, coaches, sponsors, students, judges, and industry professionals to each CaseIT event.
- **Usher:** Ensuring that all competition teams are abiding by competition rules by overseeing competitor holding rooms, judges holding rooms, and presentation areas, and communicating instructions to all stakeholders of the competition so that they understand exactly where and when they are expected to be during the competition week.
- **Sponsor Supervisor:** Identifying and interacting professionally with sponsors and industry professionals, ensuring all questions are answered, informational materials are provided, and requests are fulfilled.

## SUCCESSFUL COMPLETION OF THIS ROLE PROVIDES:

- Relevant experience in project management, communication, organization, and leadership skills
- The opportunity to work and network with professionals from B.C.'s leading technology firms
- Pride in being a part of the largest MIS international case competition
- Lasting connections with team members, student attendees, global competitors, and industry professionals
- Knowledge about case competitions and the Vancouver technology industry as a whole



## Additional Information

---

### APPLICATION PROCESS

- Complete the [CaseIT 2022 Application](#) on our website. Applications must be received prior to the application deadline of 11:59 PM on [Thursday, September 30, 2021](#).
- Applicants selected for an interview will be contacted by Sunday, [October 3, 2021](#).
- Interviews will take place via Zoom and will be scheduled from [October 6 - 20](#).

---

### COMMITMENT REQUIRED

- Associate, Coordinator, & Team Host terms are from [October 2021 to March 2022](#)
- Must attend the CaseIT 2022 Onboarding on [October 31, 2021](#) from 11 AM - 2 PM
- Must attend CaseIT 2022 Organizing Committee & Portfolio Meetings (2-3 hours per week) from [October 2021 to March 2021](#)
- Attendance is mandatory during CaseIT Week from [February 20 - 25, 2022](#)

## Contact Us

Are you ReadyForIT?!?

For more information, visit [www.caseit.org](http://www.caseit.org)

Facebook: [facebook.com/CaseIT/](https://facebook.com/CaseIT/)  
Instagram: [instagram.com/caseitsfu/](https://instagram.com/caseitsfu/)  
LinkedIn: [linkedin.com/company/caseit-mis-case-competition](https://linkedin.com/company/caseit-mis-case-competition)



BUILT FOR YOU  
**CASEiT**