

SPRING 2024 BEEDIE ABROAD PROGRAM

PROGRAM MANAGER

PROGRAM MANAGER ROLE DESCRIPTION

As one of the three PMs for BAN, your role encompasses leadership, team management, and event planning. You are responsible for effectively leading the program, ensuring smooth communication and coordination with BAN Leads, and lead in planning various social events. This is an excellent opportunity for you to develop your leadership skills while expanding your global network.

Leadership

- Lead and manage a diverse team of BAN Leads, ensuring effective team collaboration
- Act as a liaison between exchange students, BAN members, and the OIP, fostering effective communication

Team Management

- Oversee one of the three groups within the program, schedule monthly check-ins with BAN Leads to monitor progress and provide guidance

Event Planning

- Collaboratively design and execute a range of events and socials that cater to the academic and cultural interests of exchange students
- Create detailed event proposals, outlining objectives, required resources, and anticipated outcomes
- Manage budgets and prepare post event reports, and ensuring efficient use of resources

PROGRAM MANAGER REQUIREMENTS

- Strong written and verbal communication skills
- Prior involvement in the BAN program or experience with studying abroad
- Previous leadership experience in a team environment is an asset
- Strong time management and organization capabilities, with the ability to prioritize tasks and manage different responsibilities
- Ability to work independently as well as in a team settings
- Enthusiasm for international experiences, other cultures, and a commitment to fostering a supportive community for international students