



Summary

Women in Business is a student organization at the Carlson School of Management that is dedicated to bringing together business professionals and students of all majors to network and learn about pertinent topics within business. Women in Business is for students who wish to grow personally and professionally through invaluable networks and friends as well as the business professional. The Lead Team is responsible for supporting all areas of Member Development, including biweekly speaker meetings. Approximately half of member meetings are with our sponsors and the other are created by the Lead Team. Past topics have included: networking, personal brand, self-improvement, resilience, emotional intelligence, and more.

Position Responsibilities

- Strategize, create, and execute bi-weekly meetings with the goal of providing members with meaningful content
- Develop new and innovative ways to develop members personally and professionally
- Coordinate logistics of member meetings, including attendance tracking, set-up, tear down, catering, and announcements
- Attend biweekly meetings with VP of Member Development and the rest of the Lead Team (at a time to be determined later)
- Actively participate in other WIB events and be an ambassador for the organization

Qualifications

- Enthusiasm and passion about developing women leaders
- Creativity and innovation when it comes to engaging members
- Past experience in meeting or event planning preferred but not required
- Solid written and verbal communication skills
- Ability to work in a close-knit team and consider a variety of viewpoints

Please fill out the attached [Google Form](#) as your application. Applications will be blindly reviewed and candidates will be contacted and selected for phone interviews. Please contact Carmen Nusbaum (nusba025@umn.edu) with any questions.