



# Capilano Accounting Association Director of CPA Relations

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## Job Description

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### Job Summary

The Director of CPA Relations works to promote the Chartered Professional Accountant designation to students at Capilano University. They are responsible for maintaining and improving the CAA's relationship with its presenting sponsor, CPABC. The Director of CPA Relations takes the lead in organizing CPA information sessions and other CPA related events. They are a valuable point of contact for students who have questions about the accounting profession, particularly regarding the CPA Professional Education Program.

### Essential Functions

- Planning and Organizing CPA related information sessions.
- Attends all CAA Executive Meetings.
- Attends all CPABC meetings with the CAA President.
- Attending CPA Ambassador meetings.
- Stays informed about the CPA designation and all of its prerequisite courses.
- Point of contact for students interested in CPA related material.
- Distributes promotional materials for CPA and the CAA on campus.
- Stay up to date regarding CPA career paths.
- Work with CPABC and the CAA President to ensure Sponsorship requirements are met.

### Working Conditions

The Director of CPA Relations spends approximately 2 – 8 hours per week organizing CPA related materials, updating calendar's, assisting with event planning (when needed), and communicating with our CPABC point of contact. The term of employment is from September 2023 April 2024.

### Qualifications and Skills Required

- Professional communication skills
- Ability to work well in teams
- Comfortable connecting with students and faculty
- Independent and proactive worker
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, and Google Docs.
- Strong Organization and time-management skills