



GRADUATE
BUSINESS
COUNCIL

Job Descriptions for Managers

Fall 2026

Contents

What is the Schulich Graduate Business Council?.....	3
General Eligibility Criteria	3
1. Executive Manager.....	4
2. Technology Manager	5
3. Marketing and Communications Manager	6
4. Finance Manager	7
5. Social Events Manager(s)	8
6. Athletics Manager(s)	9
7. Case Manager(s)	10
8. Wellness Manager.....	12

What is the Schulich Graduate Business Council?

The Graduate Business Council (GBC) serves as the governing body for master's students at York University's Schulich School of Business. Our mission is to nurture a strong sense of community and engagement with the students, school and university at large, while also advocating for our peers' interests with the faculty and administration.

We organize a variety of activities designed to encourage student participation in both social and recreational events throughout the year. These initiatives are aimed at being students-first, enhancing the overall experience of the student community at the Schulich School of Business. Additionally, we support and encourage the formation of other student organizations and clubs that align with the Council's overarching goals

General Eligibility Criteria

All master's program students enrolled in any Schulich Master's program until the end of Winter'27 term i.e. end of April 2027. Keele campus are eligible to take up Manager roles at the GBC.

Please note that GBC Team Members (Executives & Managers) are not eligible to become Club executives in any role. They may, however, become Club members at their discretion & interest.

We are looking forward to onboarding enthusiastic, passionate & results-oriented individuals onto the GBC Team for the 2026-27 term!

1. Executive Manager

Reports to	President
Portfolio	GBC Leadership
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	4h per week, may increase during Key Events
Key Contact	Rabie Tarakji
No. of Vacancies	01

In this role you will:

- Work closely with the President and Vice President on internal decks and special projects. Your role will be pivotal in driving these projects to success.
- Use your skills to create and manage presentations, reports, and data.
- Coordinate with GBC Execs & Managers to ensure smooth project or event execution

You will thrive if you have:

- Creative approach to outreach (i.e. you enjoy talking to people)
- A results-oriented mindset and are intrinsically motivated
- High attention to detail
- High regard for efficiency - time management & organization are crucial

Tools you're expected to be familiar with:

- MS Office, especially PowerPoint & Excel

2. Technology Manager

Reports to	Technology Director
Portfolio	Technology
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	5h per week, may increase during Key Events
Key Contact	Yousif Sarmad
No. of Vacancies	01

In this role you will:

- Support the development of GBC website.
- Build web-based forms and digital check-in processes for GBC event management.
- Set up tech services for events alongside event squad.
- Enhance GBC website engagement through Search Engine Optimization(SEO) and AI search optimization

You will thrive if you have:

- Functional/ Working Knowledge of Wix or frontend web development.
- Interest in UI/ UX design.
- Prior experience with Payment Gateways such as Paypal

Tools you're expected to be familiar with:

- Wix
- MS Office, especially Outlook, PowerPoint

3. Marketing and Communications Manager

Reports to	MarComm Director
Portfolio	Marketing Communications
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	5h per week, may increase during Key Events
Key Contact	Arpan Dhaliwal
No. of Vacancies	01

In this role you will:

- Develop a marketing strategy for social media and manage ongoing campaigns.
- Capture & curate content to increase community engagement online.
- Create and design email templates for the GBC Newsletter - from the President & Vice President's desk
- Engage with and respond to students and student groups on social networks

You will thrive if you have:

- Excellent oral and written communication skills
- Experience in content writing, editing, creating newsletters or E-mail marketing
- Have an eye for and can develop creative social media posts
- Penchant for creativity with strong attention to detail
- Ability to work on tight deadlines
- Open to constructive feedback, this role is highly collaborative and involves working closely with GBC Leadership and various stakeholders.

Tools you're expected to be familiar with:

- Canva
- Social Media, especially LinkedIn & Instagram
- MS Office, especially Outlook, PowerPoint & Excel

4. Finance Manager

Reports to	Finance Director
Key Contact	Samer Juha
Portfolio	Finance
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	5h per week, may increase during Key Events
No. of Vacancies	01

In this role you will:

- Help prepare and maintain the financial statements of the GBC.
- Periodic review of financial statements, creation of invoices, and reconciling accounts.
- Review, monitor and manage cash flow, payable, receivable accounts, etc.
- Support maintaining the accuracy and integrity of the financial statements of the GBC.
- Work on reports related to budget, monthly updates, and C audit processes.

You will thrive if you have:

- Demonstrated skills and interest in finance, accounting
- Experience with QuickBooks online and CRMs
- Previous experience in a similar role an asset

Tools you're expected to be familiar with:

- QuickBooks online.
- MS Office, especially Excel

5. Social Events Manager(s)

Reports to	Social Director
Key Contact	Tracey Gomes
Portfolio	Social
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	5h per week, may increase during Key Events
No. of Vacancies	01

In this role you will:

- Play a vital role in planning social and recreational events for the graduate student body.
- Be on-ground on event-day to manage logistics and execution of the events.
- Source and negotiate with vendors as needed.
- Assist in event approval process.
- Support all GBC events as part of the On-Day Event Squad.

You will thrive if you have:

- Demonstrated skills and interest event management
- Problem solving skills and are quick to think on your feet.
- Excellent time management skills and is organized.
- Excellent communication skills

Tools you're expected to be familiar with:

- MS Office, especially Excel

6. Athletics Manager(s)

Reports to	Athletics Director
Key Contact	Bemi Brikin
Portfolio	Athletics
Term	End of Winter 2027 (Until 04/31/27)
Eligibility	Graduate student enrolled at Keele
Time Commitment	3h per week, may increase during Key Events
No. of Vacancies	01

In this role you will:

- Ideate, communicate, and execute Cohort Cup events with the Athletics Director
- Organize hikes every term, starting with recce, squad formation, and on-day support.
- Lead the running group and organise weekly runs.
- Assists with other athletics events, as required

You will thrive if you have:

- Demonstrated passion for organizing events (preferably sports events)
- Experience in leading people
- Good communication skills
- Proactiveness & aptitude for problem-solving
- Solid social media game is a bonus!
- Love for sports and athletics

Tools you're expected to be familiar with:

- Excel

What is The Cohort Cup?

The Cohort Cup is a four-round competition of a variety of sports games, giving points to the top scoring cohorts per challenge. At the end of the academic year, the Cohort Cup champions will be crowned! The Athletics Manager will assist in ideating, communicating, and executing the sports/games for all the rounds.

7. Case Manager(s)

Reports to	Case Director
Portfolio	Case
Term	End of Winter 2027 (Until 04/31/27)
Time Commitment	2h per week, may increase during Key Events
Eligibility	Graduate student enrolled at Keele
Key Contact	Erica Chan
No. Of Vacancies	02-03

What is the Dean's Cup?

The Dean's Cup is the biggest flagship business case competition at Schulich involving student teams from all graduate programs who compete over four rounds (within two terms: Fall and Winter) to win the coveted title. It brings diverse cases from different industries such as financial industries, consulting, healthcare, operations, marketing, tech, etc. This gives graduate students an amazing opportunity to showcase their strategic analysis, and problem-solving techniques learned in the classroom and to compete for the glory.

In this role you will:

- Support the process for workshops, events and other sessions for the Deans Cup rounds and meetings.
- Coordinate and resolve issues faced by the participants, sponsors and judges such as issues with clarification, virtual links and on ground tech.
- Coordinate with corporate sponsors for smooth roll-out. Must be able to commute independently; access to a vehicle is helpful.

You will thrive if you have:

- A self-starter and inclined to take initiative.
- Experience with case competitions, an asset but not necessity.
- Prior consulting experience is an asset, but not necessity.
- Experience in event management, an asset but not necessity.
- Excellent time management and organizational skills.
- Excellent communication skills.

Tools you're expected to be familiar with:

- MS Office, especially PowerPoint and Excel

8. Wellness Manager

Reports to	Wellness Director
Portfolio	Wellness
Term	End of Winter 2027 (Until 04/31/27)
Time Commitment	2-4h per week, may increase during Key Events
Eligibility	Graduate student enrolled at Keele
Key Contact	Bemi Brikinn
No. of Vacancies	01

In this role you will:.

- Support Wellness Director in organizing various wellness initiatives, ensuring smooth logistics and inclusive participation
- Experience in event planning, community engagement, or peer mentoring.
- Liaison between University wellness initiatives and student needs.
- Own the engagement strategy for GBC Wellness social media handles.
- Proactively gather student feedback to continuously improve wellness initiatives.

You will thrive if you have:

- A self-starter attitude, with the ability to take initiative and drive independent projects.
- Experience hosting or organizing events
- Excellent time management and organizational skills.
- Comfortable working with diverse student populations and having a collaborative mindset.