



Alberta Pharmacy Students' Association
2 – 35 Medical Sciences Building
8613 114th St, University of Alberta
Edmonton Alberta, CA T6G 1C9

Winter 2021

Semesterly Councillor Report: Recruitment Director

**These responsibilities occur throughout the term on a weekly basis*

Winter 2021

- Advertising and coordinating payment for job postings, relaying important information and opportunities to students through Facebook APSA Members Page and keeping the Job Board updated on <https://myapsa.ca/student-services/job-postings/> updated. *
- Coordinating with recruiters to find the best subscriptions for them and helping them advertise accordingly*
- Attended biweekly APSA general council meetings
- Helped guide and answer questions from the candidate(s) running for RD for the next term
- Attended multiple meetings with Amy and Charlotte from the Career Centre to plan logistics for Career Night 2021. The following are all related to the event and were completed throughout the semester:
 - Rebranded Career Night to Pharmacy Career Exploration Night (PCEN), picked date, selected speakers and facilitated guided questions for speakers
 - Organized a Google sign-up sheet for Pharmacy Career Exploration Night and advertised it through APSA Facebook page and an event-specific page. Worked with VP Social, Leah to get Mint cup points for attendees and hosted a social media contest for gift cards for those who attended PCEN.
 - Helped Career Centre bring on additional speakers as recruiting speakers was difficult this year
 - Coordinated payment for the Career Centre with VP Finance and submitted MOU for same
 - Attended and hosted PCEN on March 18, 2021, virtually with 55 students and 6 speakers in attendance. The event went over well, with positive feedback from both students and guest speakers. Announced gift card winners on APSA Instagram and sent out prizes to winners.

To come

- Help transition incoming RD into position (edit transition document, introduce to recruiters and facilitate meetings as needed)
- Coordinate with Aileen for Independent Night being held in June 2021

Sincerely,

Akshita Chandok, Recruitment Director (2020-2021)
Alberta Pharmacy Students' Association
chandok@ualberta.ca