



UBC Medical Innovation Student Team

Website: [ubcmist.com](http://ubcmist.com)

Facebook: [www.facebook.com/ubcmist](https://www.facebook.com/ubcmist)

## **Position Title: Logistics and Management Officer**

We are looking for a logistics and management officer to help in handling behind the scene operations at MIST. You will help the team management to smoothly coordinate MIST's operations and progress throughout the project. You can exercise your leadership and management skills to handle a project in collaboration with all the subteams and their leads. Additionally, you will contribute to vital external operations such as applying for funds and design competitions. If you are experienced or ambitious in communication and management, we'd like to meet you.

### **Responsibilities:**

- Design and write documents for external use such as project proposals, funding applications, and competition applications,
- Communicate regularly and consistently with all subteams and members to track the progress based on project timeline
- Help subteams distribute their workload based on project timeline
- Maintain MIST operations within team's policies
- Manage security access for members

### **Skills and Qualifications:**

- Excellent communication and writing skills
- Confident to provide professional feedback to members and leads
- Multitasking and analytical skills
- Ambitious to manage and track team operations
- Experienced with team management software like Trello