

Consultant

CREO consultants work directly on project teams comprised of 4-6 students from all faculties and years. Each team is overseen by a Managing Director and an Alumni Advisor currently working in management consulting, investment banking, or another relevant industry. While Consultants' responsibilities vary significantly by project team, they generally consist of the following activities:

1. Analyzing qualitative and quantitative data and conducting extensive research using both primary and secondary sources
2. Conducting exploratory calls and interviews with alumni and other professionals to gather industry best practices
3. Crafting final deliverables for project teams, such as industry reports and PowerPoint presentations
4. Participating in client presentations and visits, which may involve presenting CREO recommendations directly to C-suite executives
5. Completing other tasks beneficial to their clients, as determined by their Project Managers
6. Assisting with CREO-wide events, such as scoping sessions with McKinsey and BCG
7. Maintaining frequent communication with their project teams and participating in bi-weekly full-team meetings

Applicants for the Consultant role should have the following skills and qualities:

1. Demonstrated interest in problem-solving
2. Willingness to learn and take on new challenges
3. Strong oral and written communication skills
4. Demonstrated leadership skills and experiences
5. Strong presentation skills
6. Outgoing and professional attitude
7. Strong analytical skills (both qualitative and quantitative information)
8. Excellent work ethic and organizational skills

For applicants in their second year of study, the following will be considered an asset:

1. Problem-solving experience in a professional setting (i.e. summer internship)
2. Experience working in a client-facing role
3. History of showing community initiative across Queen's University

Senior Project Manager

CREO Senior Project Managers oversee project teams comprised of 4-6 students from all faculties and years. Senior Project Managers are responsible for providing guidance and oversight to project teams. In addition to the guidance and oversight responsibility, Senior Project Managers are also responsible for brainstorming and leading new initiatives across CREO, both internal and external facing. A large component of the Senior Project Manager hiring process will focus on new ideas and initiatives the candidate wishes to implement during the following school year. Responsibilities of the Senior Project Manager include:

1. Brainstorming and leading new internal and external projects for CREO
2. Participating in client presentations and visits, which may involve presenting CREO recommendations directly to C-suite executives
3. Completing other tasks beneficial to their clients, as determined by their Project Managers
4. Assisting with CREO-wide events, such as scoping sessions with McKinsey and BCG
5. Maintaining frequent communication with their project teams and participating in bi-weekly full-team meetings

Applicants for the Senior Project Manager role should have the following skills and qualities:

1. Proven track record of taking initiative during their previous three-year tenure at Queen's University
 - a. Able to explain the results and impact of the initiative
2. Creativity for new initiatives and projects
3. Ability to execute on new initiatives and project ideas as the key leader figure

Marketing Coordinator - Design

The Marketing Coordinator - Design will be responsible for creating content for CREO's social media accounts, website, and overall brand image. This individual will work closely with the Marketing Director, Managing Directors, and Managing Partner to create client, alumni, and student-facing materials that work to improve the CREO brand, both within Queen's and externally. Specifically, the Marketing Coordinator - Design will be responsible for:

1. Managing CREO's social media outlets, regularly updating materials as well as creating and posting content
2. Assisting the Executive in creating marketing materials for on-campus events
3. Assisting project teams with design and visual aspects of deliverables
4. Maintaining frequent communication with the Executive and participating in bi-weekly full-team meetings

Applicants for the Marketing Coordinator - Design role should have the following skills and qualities:

1. Demonstrated interest and skill in marketing and brand management
2. Willingness to learn and interest in taking on new challenges
3. Strong oral and written communication skills (for interactions with other students, alumni, and clients)
4. Outgoing and professional attitude
5. Excellent work ethic and organizational skills

Marketing Coordinator - Communication & Publication

The Marketing Coordinator - Communication & Publication will be responsible for leading CREO's newsletter and assisting the marketing team with their efforts. The CREO newsletter's objective is to establish the organization as a thought leader across the business, economic, and technology fields, allowing the Queen's community to rely on our insights to shape their perspectives. This individual will work closely alongside the Executive team in developing this newsletter and will devote the majority of their time to ensuring its success. Specifically, the Marketing Coordinator – Communication & Publication will be responsible for:

1. Co-developing and executing the CREO newsletter, taking complete ownership from the beginning
2. Working alongside the Executive and broader CREO team to source, edit, and publish content
3. Identify specific areas for improvement with the newsletter and take initiative to resolve them/implement feedback from stakeholders
4. Continuously encourage the team to engage with the newsletter and generate content to be included
5. Contribute to the Marketing team's efforts

Applicants for the Marketing Coordinator – Communication & Publication should have the following skills and qualities:

1. Highly interested and/or experienced in writing/editing business-related content
2. Willingness to learn and an interest in taking on new challenges
3. Resilience and horsepower to overcome the anticipated ambiguity and challenges associated with this initiative
4. Strong oral and written communication
5. Outgoing, positive, and professional attitude
6. Genuine passion for this initiative and CREO Solutions' work/mission
7. Ability to work independently but also in a close-knit team