



Audi Global Business Case Challenge

2017 APPLICATION PACKAGE

Global Business Case Challenge is an undergraduate student organization in Ritsumeikan Asia Pacific University that differentiates itself by following core concepts of diversity, synergy, innovation, mentorship and the Japanese concept of *Ichigo Ichie* while also providing all its stakeholders with a long-term benefits design to reward their hard work and participation.

With Audi as its naming partner since the inauguration, GBCC organizes an international business case competition annually among other activities. Some of those activities include lectures by invited guests and APU faculty, workshops by students who go for other international case competitions and special seminars by our sponsors.

GBCC is a hub for fruitful collaboration between students and business professionals. Additionally, it offers participants to immerse themselves in Japan's rich culture and hospitality by providing an extensive one-week experience for teams from top international business universities. We offer our sponsors' exclusive access to a global talent pool, which can only be cultivated from an international environment effectively simulated by GBCC.

Every year, GBCC recruits an Executive Team (17 members) that works together with Steering (3 members) to plan, organize and execute all the activities of GBCC that happen throughout the year. The positions available require their own set of skills but as a whole, every member of the organizing committee must be passionate, understand the vision of GBCC and be committed till the next Committee is recruited.

We look for students who are good with interpersonal and organizational skills, enjoy teamwork, have flexibility, leadership, BIG Smile and can stay calm under work pressure. Since the committee consists of only 20 members, every member must be multitasking and ready to take on responsibilities irrespective of their position.

Apply only if you are a go-getter with a strong passion for learning and mentoring!

Mentor
Audi GBCC 2017

Should you have any questions, please email us at gbcc@apu.ac.jp

POSITION DESCRIPTIONS

BUSINESS RELATIONS

Positions available: 2

Business Relations are in charge of managing all corporate relations, including both existing account management and new lead generation. This includes securing funding, maintaining relationships with business partners, and developing opportunities for future engagement and financial support of various stakeholders.

Skills required include business communication in English and/or Japanese, corporate relations management, and the ability to recruit new partners.

ENGAGEMENT TEAM

Positions available: 4

Engagement Team is in charge of all of the event organization throughout the year for GBCC. From coming up with event ideas, to deciding the flow of the event, and ensuring that all the operational details are handled and managing all GBCC related events on campus and off campus. This position will also involve working closely with Academic, Logistics and Ceremony for the smooth running of the event.

Skills required include event planning and coordination, excellent organizational and communications skills; ability to complete projects within established timeframes.

DATA AND COMMUNICATION MANAGEMENT

Positions available: 1

Data and communication management is in charge of securing information for effective and efficient management of all events, making sure all the folders are updated regularly and that leaders and members of Executive Committee submits written updates and reports. The job also includes sending out invites to APU staff and faculties for upcoming events. This position will act as secretary cum manager for GBCC Executive Committee and thus will handle the schedule in details.

Skills required include excellent communication and organizational skills, strong oral and written communication, attention to details, flexibility and leadership.

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LOGISTICS

Positions available: 2

Logistics are in charge of handling all sorts of bookings throughout the week of GBCC. From finding the hotel, reserving the facilities and equipment from APU, to booking caterers and transportation, and ensuring that all logistical details are handled while focusing on budgetary restrictions.

Skills required include negotiation, budgeting, excellent organizational and communications skills; ability to be flexible and quick decision making, as well as follow-up on invoicing.

FINANCE

Positions available: 1

Finance is in charge of handling the cash inflow and outflow throughout the working period and must have good understanding of accounting. The position also includes creating invoice and receipts for participating universities as well as MOUs, invoice and receipts for sponsors. Before finishing the working period all accounting documents need to be completed and submitted to APU Faculty in charge. Some of those documents are Income and Expense Statement, Cash Flow Statement, Balance Sheet. This position will work closely with Logistics and Sponsors to manage overall money flow.

Skills required include finance and accounting knowledge, attention to details, some Japanese language, excellent communication skills, and professionalism.

INTERNATIONAL RELATIONS

Positions available: 3

IR is in charge of recruiting, training, and managing ambassadors as well as communicating with the advisors of the visiting international universities. IR also arranges the outings for the participants and advisors. This position will also involve working with the Logistics for arranging transport for the outings and giving information for Logistics to arrange the meals and hotel bookings.

Skills required include recruitment and interpersonal skills; team leadership and the ability to share the GBCC vision and culture to the ambassadors who will represent GBCC to the international teams.

ACADEMIC

Positions available: 3

Academic is in charge of all academic-based relationships. Their main responsibility is to handle the competition for the participating universities in the international business case competition of GBCC. This also includes organizing workshops with students who have joined other international case competitions. Furthermore, the position requires finding a case company, writing the case, working closely with the faculty in charge of the case writing, clarifying the competition rules. This position will also involve working with the Sponsors and handling Judges for the competition.

Skills required include strong oral and written communication, professionalism, excellent organizational skills, as well as showing innovation and passion towards case culture.

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CEREMONY MANAGEMENT

Positions available: 2

Ceremony's are in charge of planning all the functions for ICC including opening & closing Ceremony, Welcome Dinner, Gala Dinner and others. From reception to security, and from seating arrangements to keynote speeches as well as performances by other circles will be handled by the Ceremony. This position involves working together with Operations, Planning, Logistics and Media.

Skills required include event planning and coordination, excellent organizational and communications skills; ability to complete projects within established timeframes.

PR & Marketing

Positions available: 4

PR & Marketing are in charge of marketing the GBCC brand, managing all communications on our website and social media pages, producing visual content such as executive photos and promotional videos for social media, website, and various packages, and reporting/publishing any updates and stories during the year and during the week of GBCC.

Skills required include an ability to clearly and creatively communicate the brand on social media and other communication outlets through video filming and editing, photography and content creation. Familiarity with one or more of the following: Wixi, Adobe Indesign, Photoshop and Final Cut Pro or other photo/video software will be appreciated.

Applications are now open and are due at **8PM on Sunday, January 17th, 2017.**

Selected candidates will be contacted to schedule an interview during the weekend of January 21st – 22nd.

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****Note:** GBCC does not guarantee an interview for all applicants.

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