



MESA 2025-2026

BUSINESS DEVELOPMENT ASSOCIATE ROLE DESCRIPTION

Business Development Associate (1):

The **Business Development Associate** will work closely with the Corporate Relations Directors to maximize club outreach. Working with the Business Development team will provide the Associate access to our network of industry professionals and opportunities to develop strong networking and communication skills. The associate will be required to utilize tools such as LinkedIn and Outlook, to connect with potential partners. The successful applicant will gain skills that aid their personal and professional development.

We are seeking enthusiastic and driven individuals to join our Business Development team as Associates. This role is perfect for those eager to build strong professional skills, expand their network, and contribute to growing our club's industry presence. If that sounds like something you're interested in, this role is perfect for YOU!



What you'll be doing

Your roles and responsibilities will be closely aligned with the goals and expectations of MESA, and you will coordinate with the Business Development Department to carry out the following tasks:

- Partnering with Corporate Relations Directors to expand and maximize outreach initiatives
- Assisting in building and maintaining meaningful relationships with industry professionals
- Using LinkedIn and Outlook to connect with potential partners and contacts
- Supporting outreach campaigns that showcase the club's presence and value
- Contributing to strategies that strengthen the club's professional network
- Participating in team discussions and brainstorming sessions to improve outreach efforts
- Representing the club in a professional manner during external interactions



Who You Are

As part of MESA and the Business Development team, we are looking for individuals who demonstrate the following characteristics:

- A **motivated** and curious student eager to gain real-world networking experience
- Someone who enjoys **meeting new people** and fostering connections
- A **strong communicator** who is comfortable engaging with professionals
- A **proactive** individual who takes initiative and brings ideas to the table
- A **collaborative** team player who values working alongside others to achieve goals
- Someone open to feedback and **willing to grow** in a professional environment
- Enthusiastic about contributing to the club's success and reputation



What You Bring

Must Have:

- Clear and confident written and verbal communication skills
- Professionalism and a positive attitude when representing the club externally
- Strong organizational skills to balance multiple outreach tasks effectively
- Willingness to learn and apply networking strategies in real-world settings
- Attention to detail when drafting emails, messages, or proposals
- Reliability and accountability in meeting deadlines and commitments
- Energy, creativity, and a drive to grow both personally and professionally



What is MESA?

MESA is the Departmental Student Association (DSA) for the Management and Economics community at UTSC. Currently the largest DSA, MESA is driven and dedicated to voicing all concerns, questions, and opinions of over 3,500 Management and Economics students 🙌

As a not-for-profit organization, MESA strives for the betterment of student opportunities and community by advocating for change and implementing resources that benefit individual growth 💙

MESA looks for passionate individuals with diverse experiences, skill sets, and backgrounds to form a well-rounded team that can represent all Management and Economics students ⚡

Our motto at MESA is “work hard, play harder”! Alongside several opportunities to grow your professional career, you can expect to socialize with some of the most talented and fun peers in the Management and Economics community. With monthly team meetings and periodic team socials, prepare to elevate your social experience during your time at MESA 🥳

As the official association that represents all Management and Economics students on campus, one can say “you are MESA!”

Learn more about MESA and our team here: <https://www.mesa.ca/>

Follow us on IG here: <https://www.instagram.com/mesaatutsc/>



How To Apply

Please complete and submit our online application form by clicking [here](#). As part of the application form, you'll be asked to answer a few supplementary questions and upload your resume. The deadline to apply is **Tuesday, October 7th, 2025, at 11:59pm EST**.

By **Thursday, October 9th**, you'll be notified via email as to whether you've been invited to the next stage of the application process. This will be a virtual interview with our HR Director, Dilara Basegmez, or our VP of Internal strategy, Sofia Scasserra and 2 directors from the Business Development team. Interviews will take place from **Friday, October 10th to Wednesday, October 15th**.

On **Thursday, October 16th**, you will receive an email from the MESA Co-Presidents with a link to submit your rankings. You will be requested to rank all positions across the One Club Policy (OCP) clubs that you applied for and would like to be considered for. OCP clubs include MESA, MIBA, HRA, IS, TMG, MTA, ACE and AOA.

You will have until **Sunday, October 19th** to submit your rankings. In the meantime, all OCP clubs that you have applied for will be ranking you among the other candidates under consideration. On **Tuesday, October 21st**, you will hear from our HR Director if you have been matched with MESA for any of our associate positions.

If you have questions about your application, the process, require any accommodations to participate or experience technical difficulties, please connect with Dilara or Sofia for assistance: hr@mesa.ca / vpis@mesa.ca.