Projects & Administration Officer Students-for-Students, Community for Learning and Innovation (8 hours per week)

JOB DESCRIPTION

As Project & Administration officer of the Students-for-Students Platform (S4S), you will act as the main contactpoint for students and coordinate the activities of S4S and ensure that they are performed in a high-quality and student-centred way. You will work in a team of three students, and by providing financial support, practical support and advice, you will stimulate and facilitate (extracurricular) students' projects that contribute to improving the quality of education.

JOB REQUIREMENTS PROJECTS & ADMINISTRATION

(EUR-students only)

Some of your most important tasks will be:

- Participating in a monthly CLI meeting with the CLI community manager
- Participating in weekly S4S team meetings
- Determining eligibility for support for new S4S projects based on predefined criteria and justify these decisions to stakeholders
- Coordinating and providing support S4S projects
- Advising and helping associations and students to realise their ideas in the environment of the university
- Keeping track of project documentation, progress and goals
- Representing S4S by meeting and collaborating with project initiators and external stakeholders together with the chairperson
- Taking care of the mailbox

You are a strong candidate for this position if:

- You are at least a second-year student (and if you are a third-year student, you are preferably staying at EUR for your master programme);
- You have a professional and inclusive attitude, and can work with different types of people;
- You have strong, professional verbal and writing communication skills in both Dutch and English;
- You have relevant committee, event or project experience (preferably at the EUR);
- You have knowledge and experience of how to realise projects within the context of the EUR, know how the EUR is organised, and are able to use that knowledge to help, advise and coach fellow students on how to optimally realise their ideas;
- You are open-minded, practical, creative and most importantly passionate to help fellow students with creating educational projects;
- You are able to justify your decisions through a framework, and explain the rationale to others;
- You are able to manage your own work, and to prioritise and delegate tasks;
- You have a strong and diverse network among students and student organisations; and
- You are flexible and available to work outside business hours when necessary.