

**CSA-EUR** is recruiting an *External Relations Manager* and *Head of the Business Committee* for the academic year 2018/2019.



The External Relations Manager is responsible for establishing and maintaining new/current relationships with CSA-EUR's partners and lead the business committee in organising formal events, such as the flagship event China in Focus 2019.

### **Responsibilities External Relations Manager**

As the External Relations Manager, you are responsible for relationships with external contacts. By this is meant *establishing new relationships* and *maintaining current relationships* with partners and sponsors. In addition, you are actively searching for opportunities to improve CSA-EUR by *socialising* and *networking* with potential partners. It is your goal to professionalise the current portfolio of partners and thereby increase membership value for the CSA-EUR general and premium members. As a board member, you are expected to take a leading role in *representing the association* internally and externally. Next to your specific tasks, you will serve as the Vice-President and will therefore engage in general (promotion) activities that go beyond the scope of your main position of External Relations Manager.

### **Responsibilities Head of Business committee**

Besides the board position, you will be leading the business committee. This will require leadership and organisational skills. The business committee is in charges of organising all career-related and other formal events. In addition, you will organise China in Focus 2019, which revolves around the celebration of the Chinese New Year. For more information about China in Focus, please visit <http://csa-eur.nl/china-in-focus/>. Other formal events include inspiring talks, interactive workshops and networking drinks. All of these events have one goal in common: Connecting CSA-EUR's members with companies and possible future employers.

As the Head of Business, you are required to create a vision for coming academic year in which the overall professional side of the association is growing. Therefore, you need to be persistent in your goals and creative when thinking of new ideas or events. Next to organising events, you will represent CSA-EUR at various external (networking) events and other China related conferences.

### **Who is CSA-EUR looking for?**

CSA-EUR is looking for a *leader* with a *proactive* and *persistent mind-set* who has a keen interest in bridging the gap between the Netherlands and China. Are you great at organising, managing and establishing relationships? Then, CSA-EUR would be the ideal student association for you to develop these professional competencies. Thus, CSA-EUR is looking for a person who fits the following profile:

- Professional, representable and pro-active attitude
- Leadership skills
- Expertise in maintaining commercial relations
- Approachable, persistent and creative
- Excellent organisational skills
- Being able to network and gain new contacts
- Affinity with public speaking is an advantage
- Fluency in English and Dutch (Chinese is an advantage)
- Available for at least 15 hours a week on average

### **How to apply?**

If you meet these requirements and believe that you can handle the job, send your **CV** and **motivation letter** (max. 1 page) to [recruitment@csa-eur.nl](mailto:recruitment@csa-eur.nl) in which you explain why you want to become the External Relations Manager and Head of Business of CSA-EUR and why you are the perfect person for the job. Subject of the mail should be: "Board Application: (*position of first choice*) + (*position of second choice*)".

