

CSA-EUR is recruiting its *Internal Relations Manager* and *Head of Study Trip committee* for the academic year 2018/2019.



Responsibilities Internal Relations Manager and board member

You will be in charge of the active members by organizing active team buildings with your committee and you will maintain the communication between board and council as well as alumni group to maintain the CSA-EUR family health. Moreover, you will also be appointed as the “Office Manager”. As the Office Manager you are expected to keep the office clean and organized, and to make sure there is enough food and drinks. You will be responsible for keeping track of office supplies (ink, paper etc.) and keeping track of office keys. Finally, you work together with the secretary to manage an office schedule and to make sure that meetings and interviews do not overlap each other. Next to the aforementioned duties, it is your duty as an active (board) member of CSA-EUR to participate in general (promotion) activities that go beyond the scope of your position as Internal Relations Manager.

Responsibilities Head of Study Trip committee

The Study Trip committee organizes the yearly Study Trip to China. The goal of this committee is to gain experience about the Chinese culture and business environment. As the one in charge, you need to have *organizational, communicational and problem-solving skills*. You will be responsible for *picking the destination, formal networking with the companies and universities, arranging company and university visits, organizing cultural and fun activities and managing the entire schedule*. Moreover, not only preventing problems is important, but also solving unexpected problems that can occur during the trip itself is important.

In the past, the Study Trip committee has organized study trips to Shanghai, Beijing, Chengdu and Hong Kong. As students of the Erasmus University of Rotterdam, we are looking forward to learn more about China by exploring Chinese cities and visiting companies located in China. The committee will give excellent guidance for the participants throughout the cities. This 10-day trip consists of two or three company visits and two university visits. During these visits there are cultural workshops as well as company tours. Moreover, the trip includes cultural elements, provides the participants with enough free time to explore the city, and experience the local atmosphere.

Who is CSA-EUR looking for?

CSA-EUR is looking for a proactive person with a problem solving, open and outside-the-box mindset who has a keen interest in the Dutch and Chinese culture. Are you great at organizing, managing and fascinated by learning different cultures? 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:

- Leadership skills; ability to lead and motivate a team
- Proactive and initiative-taking attitude
- Outside-the-box and innovative mindset
- Excellent organizing, communication and social skills
- Adept at solving problems
- Team player, but not afraid of delegating tasks
- Affection for the Dutch and Chinese (business) culture
- Perfect mastery of English and preferably Dutch/Chinese
- Being able to communicate in Mandarin Chinese
- Available for least 12 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 recruitment@csa-eur.nl in which you explain why you want to become the Internal Relations Manager and Head of Study Trip committee 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)”.