



CSA-EUR is recruiting a *Secretary* and *Head of Cultural Events* for the academic year 2018/2019.

The Secretary is in charge of the membership management and Cultural Events Committee organises cultural events.

Responsibilities Secretary and board member

As secretary, you will represent CSA-EUR in many occasions, for instance meeting with other student associations and attending university events. You will be in charge of making minutes of the board meetings. Moreover, you will maintain the *communication between board and council*. Your daily job is to *keep contact with CSA-EUR members and others who are interested in CSA-EUR, including sponsors, other associations*, etc. Therefore, you will meet a lot of new people and *expand your social network* quickly as a secretary, especially in regards to China-related business. You will also face exclusive offers and interesting opportunities.

Responsibilities Head of Cultural Events

Besides being a secretary, you will be in charge of a committee consisting of several event coordinators. As the one in charge, you absolutely need to be willing to go above and beyond duty. You will be responsible for *organizing cultural events* related to the Dutch and Chinese culture. Example of events related to the Chinese culture include: Moon Festival, Chinese New Year party, a tea workshop, events regarding Chinese traditions, movie night, etc. You can be creative and challenge yourself and your committee. Moreover, you will *organize the yearly City Trip* for CSA-EUR's premium members in the Netherlands. You will also be responsible for recruiting, managing and evaluating your committee members.

As Head of Cultural Events, you are expected to take a leading role in promoting the cultural events through various channels, including social media. For more information about the cultural events, please go to <http://csa-eur.nl/cultural-events/>. Next to the aforementioned duties, it is expected from you as an active (board) member of CSA-EUR to participate in general (promotion) activities for CSA-EUR, even if they are indirectly or not related to the Cultural Events Committee. Also, clear communication is necessary between Cultural events and the Marketing committee. It is expected from you to deliver descriptions for promotion.

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:

- Understanding of CSA-EUR and its social/cultural events
- Leadership skills; ability to lead and motivate a team
- Proactive and initiative-taking attitude
- Outside-the-box and innovative mindset
- Responsive in answering emails
- Excellent organizing and communication 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
- 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@csa-eur.nl in which you explain why you want to become the Secretary and Head of Cultural events 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)”.