

CSA-EUR is recruiting its *Treasurer* and *Head of Education committee* for the academic year 2018/2019.

The Treasurer will also be the *Head of Education committee* and organize Dutch and Chinese language courses.

Responsibilities Treasurer and a board member

The main tasks of a Treasurer are setting up a financial plan and keeping the organization financially healthy. As the one in charge of the money, you need to be critical, strict and able to deliver detailed work. Moreover, you will be responsible for forecasting expected cost and income, making budget plans for the academic year for every committee; bookkeeping all the in- and out flows and handling the declaration forms and invoices.

Next to participating in board meetings, 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 Treasurer. During the board meeting it is crucial to inform the committees about their financial situations, such that every decision can be made wisely taking the budgets into account. As Treasurer your role during the GMA is to present the financial report to our members. After all, the yearly financial report will be a short representative summary of the works you have done within CSA-EUR.

Responsibilities Head of Education committee

Besides participating in board activities, you will be in charge of a committee consisting of several course managers. You will be responsible for *processing course applicants, arranging course schedules, organising teacher trainings, teacher meetings, trial classes, managing course material, and recruiting, managing and evaluating course managers and native language teachers*. You will recruit your own committee and find people who are passionate for language as well. Further, you help students to learn language in the field by organising Chinese Corner and Dutch field trips. As Head of Education, you are expected to take a leading role in promoting the courses through various channels, including social media. For more information about the language courses, please go to <http://csa-eur.nl/language-courses/>.

Next to that, you collaborate with the other committees in the CSA-EUR family and enjoy miscellaneous events together. Also, 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 Education Committee. Also, clear communication is necessary between the Education committee and the Marketing committee. It is expected from you to deliver clear descriptions for promotion.

Who is CSA-EUR looking for?

CSA-EUR is looking for a proactive person who has a keen interest in the Dutch and Chinese language and culture. Are you willing to take initiatives for challenges and gain new experience every day? Then, CSA-EUR would be the student association for you to develop these professional competencies. Join us if you are:

- Decisive, willing to take great responsibilities and organized
- Experience in bookkeeping is a plus
- Proactive and initiative-taking attitude, no nine-to-five mentality
- Good at time management and excellent communication skills
- Detailed-driven and patient
- Open-minded and willing to work in an international environment
- Cultural loving, especially for Dutch and Chinese culture

- Perfect mastery of English and Dutch/Chinese (mother tongue for the latter)
- Available for at least 12 hours a week on average (education requires more time in the week before the application deadline of the language courses)

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, explaining why you want to become the treasurer and the head of education committee at CSA-EUR, and why you are suitable for these two positions. Subject of the mail should be: “Board Application: (position of first choice) + (position of second choice)”.