

## Education Committee

**CSA-EUR** is recruiting Education Committee Executives for the next academic year 2024-2025! The Education Committee manages Mandarin and Dutch language courses and organizes language-related events, such as the Language Café. The Education Committee's goals are to offer CSA-EUR students an organized language course experience and connect students through cultural orientation and shared learning.



Over the years the CSA-EUR Education Committee has achieved a strong reputation amongst students for the quality as well as affordability of its language courses. We strive to improve this reputation even further by improving the educational experience for CSA-EUR's members and leaving behind unforgettable memories for people who are interested in language learning.

### What will be your activities as an active member from the Education Committee?

You will arrange Mandarin and/or Dutch courses, communicate with students and teachers, organize language events, and create engaging posts on CSA-EUR's Chinese social media platforms. Moreover, you will be involved in the well-being of both the teachers and the students, as well as improving the quality of our language course as a whole. A crucial responsibility is to promote CSA-EUR's language courses, and as a result, you will develop your sales skills throughout the year. Within the committee, you will work with a motivated and diverse team where everyone will have their own specialization:

- **Head of Education**

The Head of the Education Committee is responsible for leading the committee and is the intermediary between the Committee and the Board. The responsibilities of the Head include scheduling and leading meetings, and keeping an overview of all the tasks, feedback, and personal growth of individual Committee members.

- **Course Manager (Dutch or Mandarin)**

The Course Managers for the Dutch and Mandarin courses are responsible for ensuring that the language courses go smoothly. This involves keeping contact with teachers and leading teacher meetings. You will also support teachers with setting up the class or exam materials and the course's online environment. Moreover, you will collect feedback from teachers and find ways to improve the language course's quality. For this, it is crucial to be fluent in the language that you will be the Course Manager for.

- **Secretary**

The Secretary is responsible for handling inquiries from course takers through emails or texts, and discusses them with the rest of the Committee. These could be about the language course, Education Committee's events, or other opportunities for the Committee. You will also be responsible for ensuring that the scheduling and delivery of teacher materials for language classes for every trimester goes smoothly.

- **Event Manager**

The Events Manager is responsible for the planning and execution of the Education's Committee events, ranging from workshops for course takers (such as a calligraphy workshop), to Language Buddy Events and Language Cafés. Moreover, you will be the main contact person in your committee when collaborating with other committees to organize an event.

- **Social Media Manager**

The Social Media Manager is responsible for ensuring that all posts through CSA-EUR's Chinese social media platforms are engaging, and that communication to members through these platforms goes smoothly. In WeChat, you will write articles and update our group chat members on events and important information. It is also your responsibility to regularly monitor for inappropriate advertisements and content from members. In XiaoHongShu, you and the other Committee members will write fun and engaging posts about CSA-EUR events, student life, and activities related to Dutch culture to native Chinese speakers. Moreover, you will collaborate with the Marketing Committee to create the Trimester Recap.

Keep in mind that having a specialized role does not mean that your activities will be monotonous and limited to your function. All Committee members will be working closely together with each other's responsibilities, and there will be plenty of room to come up with new ideas on how to improve and promote the language courses and engage members together.

### **What does CSA-EUR offer?**

We offer you a place to foster your entrepreneurial mindset, ideas and give you the platform to execute these. Furthermore, we will actively help you develop your competencies which will greatly benefit your professional career. We provide a fun and multicultural environment in which you will learn how you can experience first-hand about how to manage yourself in a cross-cultural context. Lastly, with 60+ other active members and amazing events, you will undoubtedly make new friends and gain some unforgettable experiences!

### **Who are we looking for as an Education Committee member?**

Are you into sharing languages and setting up educational events? Are you motivated to learn a wide range of skills? Education committee will be a perfect match for you to develop yourself, grow your network, and spread the beauty of languages. We are looking for an enthusiastic person who is passionate about Chinese or Dutch language and culture. Our ideal applicant is someone who:

- Speaks English fluently and either have Mandarin or Dutch as their mother tongue
- Is passionate about languages and/or different cultures
- Has excellent organizational, time-management, and communication skills
- Is energetic, passionate and social
- Is a team player, but can work independently
- Is willing to develop their skills or have experience in sales
- Optional: Is into (English/Dutch/Chinese) social media and are familiar with the trends

### **Who are we looking for as a Head?**

Apart from the profile that is described above, we are looking for a Head of Education who:

- Would like to lead a team and further develop their leadership skills
- Possesses strong critical thinking skills and is able to think big picture about the Committee's processes and language courses
- Is passionate about bringing people together and motivating others
- Is not afraid to give feedback and help out committee members when needed

Can you picture yourself in this profile and are you motivated to learn, work, and meet exciting people? Then go to: <https://csa-eur.nl/actives-recruitment/>. And do you want to know more about the language courses that you will arrange? Then go to: <https://www.csa-eur.nl/language-courses>