

Utrecht Committee

CSA-EUR is excited to announce that we are recruiting **event planners** for the Utrecht Committee for the academic year 2024-2025! The Utrecht Committee is CSA-EUR's dedicated team responsible for organizing and executing a wide range of events in Utrecht. These events span various categories, including social gatherings, cultural celebrations, educational workshops, and career development activities.



What will be your activities as an active member of the Utrecht Committee?

The purpose of the Utrecht Committee is expanding CSA-EUR's domain to Utrecht and introducing potential members to our association through the organization of events. Within the committee, you will be working with a motivated and diverse group of people. Every member will have various roles and functions such as:

- **Head**
The Head of the Utrecht Committee will act as the intermediary between the Board and the Committee. The responsibilities of the Head include scheduling and leading committee meetings, the overall planning processes and keeping an overview of all the tasks of the individual committee members.
- **University Relations Coordinators**
The University Relations Coordinator is responsible for establishing and maintaining a relationship with Utrecht University. You will be the main contact person in collaborating with university representatives to secure venues, promote events, and involve the wider university community.
- **Marketing & Communications Coordinators**
The Marketing & Communications Coordinator is responsible for the marketing of the CSA-Utrecht instagram page, promoting events hosted in Utrecht, and communicating with participants.
- **Events Coordinator**
The Events Coordinator will be responsible for keeping overview of the events and making sure that events are executed well.

Keep in mind that having a specialized role does not mean that your activities will be monotonous and limited to your function. All members of the Utrecht Committee will be responsible for event planning and execution. Thereby, conceptualizing, planning and executing a diverse array of events. You will also be in charge of coordinating logistics, managing budgets, and ensuring each event runs smoothly and successfully. During the year, you will be working closely together with all the committee members and you will have room to brainstorm and suggest ideas for all kinds of events. Because the Utrecht Committee is a new initiative, nothing has been set in stone yet. Therefore, you can be as creative as you want!

What does CSA-EUR offer?

We offer you a place to foster your entrepreneurial mindset, ideas and give you the platform to execute these. Moreover, we will actively help you develop your competencies which will greatly benefit your professional career. You will be part of the CSA-EUR family and its fun and inclusive internal culture. Hereby expanding your network by becoming part of CSA-EUR's extensive network

of professionals and alumni through which you can collaborate with students and professionals from diverse backgrounds. Lastly, we provide a fun and multicultural environment in which you can experience first-hand how to manage yourself in a cross-cultural context.

Who are we looking for?

As a Utrecht Committee member, you have to be a person who is not afraid of exploring new opportunities and taking risks. You have great organizational skills, and are flexible and creative in order to launch a number of diverse events in Utrecht. Additionally, you are not afraid to engage people into activities and conversations or want to develop this skill. Lastly, you are a team player and confident in working independently. Are you a creative person who would like to host events in Utrecht? Then CSA-EUR is a great place for you to develop your professional, social and planning competencies and above all, have a great time! **You do NOT have to be Chinese to apply.**

Things we look at during the selection (but are not bound to):

- Affinity to Utrecht (studying at Utrecht University or the Hogeschool Utrecht is a plus!)
- English proficiency
- Organizational and team-working skills, and a detail-oriented mindset.
- Are flexible and creative

Who are we looking for as the head?

Apart from the profile that is described above, we are looking for a Utrecht Committee head who:

- Would like to lead a team and would like to further develop their leadership skills
- Has a clear focus and can think critically
- Has the ability to motivate team members
- Can keep the overview over all the current processes within the committee

Can you picture yourself in this profile and are you motivated to work with like-minded individuals in an exciting and professional team? Go to: <https://csa-eur.nl/actives-recruitment/>