

Open Call Secretary/Vice-President ESN Delft 2021-2022

Hereby the Board of ESN Delft launches the open call for the position of Secretary/Vice-President of ESN Delft for the academic year 2021-2022. The previous boards have been working hard on establishing ESN Delft in the student life of international students in Delft. Now we are looking for new people to continue ESN for the next year and let ESN Delft grow even more!

During your board year, you will work together with 5 other enthusiastic students, trying to bring ESN Delft to the next level! As the Secretary/Vice-President, you will be the main contact person for the international students.

The function is part-time, so there is room for other involvements, such as study or work, next to it.

Task description

- Keep the overview of the foundation ESN Delft in general
- Responsible for communication with ESN international and ESN the Netherlands
- Supporting the President (in the writing of official documents)
- Taking over the President's responsibilities in case he/she is absent
- Taking minutes during meetings
- Main contact person for international students
- Responsible for the (online) archive
- Responsible for administration
- Have general knowledge of Delft and ESN Delft to answer questions from students

Required skills and expertise

- Good knowledge of written and spoken English
- Works well-structured
- Good communication skills
- Approachability is an asset
- Typing skills are an asset
- Good team player

General advantages

- Unique board year experience
- Entry into the international community
- Experience of running a start-up
- Being part of a bigger network (500 sections in Europe)
- Gain communication experience
- Improving a life-changing experience for international students

Function specific advantages

- Gain archiving skills
- Gain experience writing official documents
- Informal contact with a lot of students
- Spider in the ESN Delft web

What do we expect of you

- You are available and in Delft for the academic year 2021-2022
- You can invest around 20 hours a week in total
- Willingness to be responsible during ESN Delft events
- Able to have weekly board meetings

If everything we mentioned above is exactly you, don't hesitate to apply for the position of PR Coordinator within the board of ESN Delft! Please apply through the google form on the website. In case you have any questions or concerns, feel free to contact us at secretary@esn-delft.nl

We look forward to welcoming you to ESN Delft!