



Erasmus  
Mundus  
Association

# **EMA Jobs Team Annual Report 2008-2009**

**Vilnius (Lithuania), June 2009**

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# 1 Executive Summary

The EMA Jobs Team (JT) activities have revolved around the following major projects:

- **Call for CVs:** this initiative leveraged the networks of different EMMCs students and alumni who had recently been hired in multinational companies (ArcelorMittal, ING, Ingersoll Rand). The project aimed at boosting the opportunities of newly graduated students looking for positions within the above mentioned companies. New hires introduced the CVs of candidates interested in joining the companies. Fifteen CVs were collected, four interviews were performed by the selected candidates and two of them landed a position within ArcelorMittal.
- **Welcome Pack:** a body of 80 Country Representatives had been selected in early 2008 to represent EMA in their countries of origin. Yet the exact mission of CRs, their representation rights, their responsibilities and the tools at their disposal were still to be defined. The Welcome Pack brought answers to all those questions and thereby became the fundamental guide for Country Representatives. The document is made up of twenty-five pages of text, charts and relevant contacts that enable every CR to network with the right EMA members and with all other Country Representatives. The materials distributed along with the Welcome Pack allow CRs to promote EMA among prospective students and employers with different posters and flyers. A letter signed by the President of EMA endows CRs with an official recognition to represent EMA in front of institutions and companies. A first set of actions was requested from CRs in order to have their activities kick-started.
- **EMA website improvements:** an old design was hindering the Jobs Section in the EMA website and preventing it from becoming a relevant platform to exchange job opportunities and was preventing companies from post positions in an agile and hassle-free manner. The JT rethought the website capabilities starting from scratch and came up with two major improvements:
  1. **searchable alumni directory:** intended to be the online networking tool, it will now include the capability to search alumni by company, position and industry and to contact them
  2. **automated position posting system:** companies and institutions interested in EMMCs students and alumni will soon have the opportunity to post positions with minimum intervention from the JT, which results in longer application times for our students, thus increasing the chances for them to land the position

Regular online meetings have been carried out by the JT and one physical face-to-face meeting took place in Paris in January 2009 in order to finalize the Welcome Pack, discuss the Chapters role as per the Country Representatives and to brainstorm on ways to approach companies. The EMA Vice-President was invited to this meeting in order to participate on the Chapter discussions and the writing of the Welcome Pack.

Finally the policy team has been represented on the following events:

- Liaison Group meeting (Brussels, Belgium – Mar 2009)
- Erasmus Mundus Quality Assessment

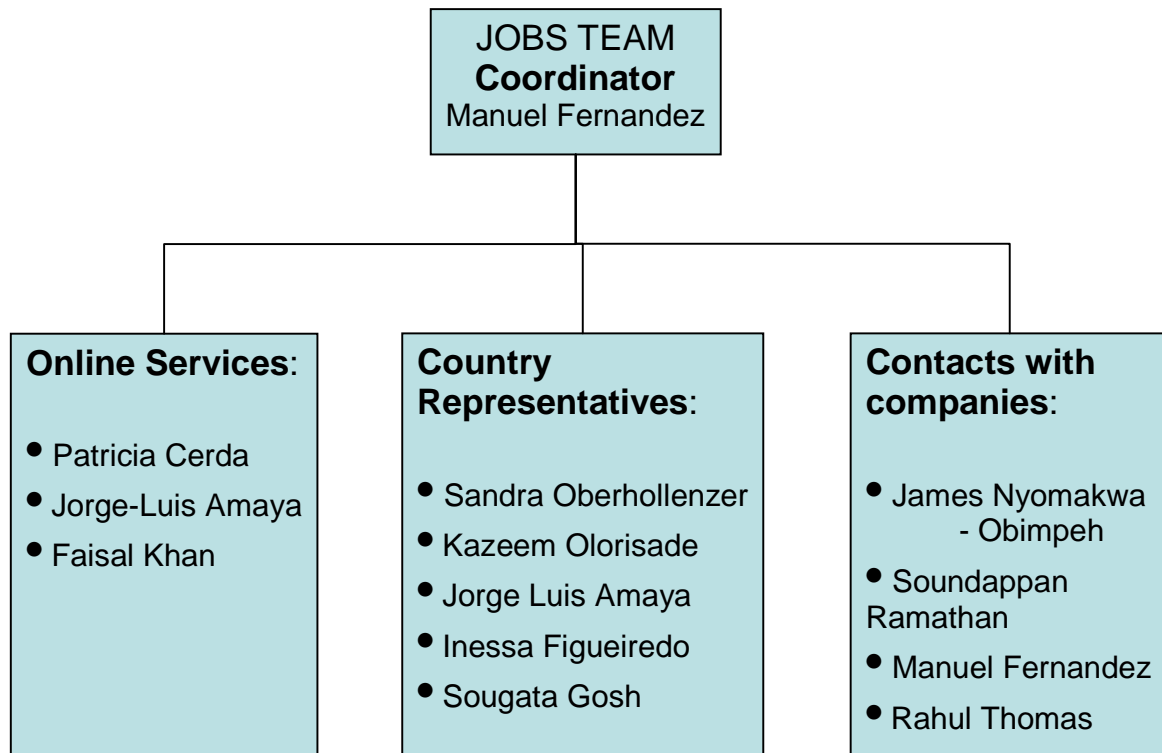
During 2008-2009 the activities of the policy team have been lead by:

- Manuel Fernandez – Jobs Team coordinator ([jobs@em-a.eu](mailto:jobs@em-a.eu))
  - o Patricia Cerda and Faisal Khan – website
  - o Sandra Oberhollenzer, Sougata Gosh and Manuel Fernandez – Welcome Pack

## 2 General topics

### 2.1 Service team members

The team has had a fairly stable structure organized around three main activities: website creation, Welcome Pack preparation and Jobs strategy.



#### Notes:

1. Inessa Figueiredo left the team in late 2008 in order to focus on her PhD applications
2. Rahul has ceased most of his activities after he moved back to India
3. Faisal Khan, former member of the Conferences team joined the Jobs team at the beginning of 2009 and made an outstanding contribution to the website improvements
4. Sandra Oberhollenzer, former team coordinator during the period 2007-2008, worked part-time on the team until the end of 2008, but provided brilliant ideas and created the base and structure for the Welcome that served as the final structure.

On organizational terms, members were allowed to temporarily cease their activities for academic or work constraints and to resume them at a later point of time, if applicable. The door was always open for former members to return to the team or participate on concrete actions. Also, members who were interested in more than one working group contributed their ideas and work to two or more working groups. The underlying idea was to create a space of free exchange where every member was allowed to contribute his ideas and work.

### 2.2 Budget

A total budget of 5000€ was allocated to the policy team for the exercise 2008-2009. This budget was partially used (circa 1500€) for the meeting carried out in Paris on transportation means for the participants, accommodation and meals. A part of the remaining budget will be used on the website improvements performed by ICU Net. There will be an estimated 2000€ left.<sup>1</sup>

### 3 EMA - JT Presentation in a Congress, Madrid.

**Event:** *XIII International Congress in Technologies for the Education and the Knowledge: the web 2.0*, organized by the National University of Education at Distance (UNED) in Madrid, Spain. 3, 4 and 5 July, 2008.

**Presentation of the Communication:** *“The use of IT by EMA Jobs-Team Services. A multicultural network: JT Activities in the Knowledge Era”*

This project contributed to the promotion of the EMA brand image by giving it exposure to a highly qualified academic environment in Spain and Europe. Secondly, this project helped to improve the collaborative network of the Jobs Team through the use of IT into the Society of the Knowledge called as the “knowledge Era”.

Patricia Cerda ideated this event, was in charge of preparing the contents of the presentation, performed the presentation and wrote two reports, before and after the event. She also obtained funding from the Conferences Team to attend this event. The JT hereby expresses its gratitude to Patricia for the entrepreneurial

### 4 Call for CVs project

The CALL for CVs project was born as a result of the difficulties encountered by some of the team members and other EMMCs students to find suitable internships upon which to write their master thesis in 2007. The initiative was intended as a way to facilitate access for EMMCs students to large multinational companies where fresh graduates had previously succeeded in landing jobs. The people who agreed to act as the link between applicants and their companies were Manuel Fernandez (ArcelorMittal), David Villar (Ingersoll Rand) and Manuel Mazarredo (ING), whose contributions were greatly appreciated. Their role was to present the CVs of suitable candidates to their respective HR representative while highlighting the international profile of applicants, the excellence level of the education received and, if applicable, the suitability of the program.

The project ended with the following results:

- 15+ applications received
- 3 interviews performed by applicants: within ArcelorMittal
- 2 job offers: within ArcelorMittal

The project started in September 2008 but the decision was taken to finalize it in December 2008 due to the economic crisis that was deeply affecting the job market. ArcelorMittal froze all external hiring at the end of 2008, ING and Ingersoll Rand started laying-off personnel.

The two applicants having obtained a position never got the job:

- One declined (Ewa Machalska) so that she could join her boyfriend in Italy

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<sup>1</sup> Final budget numbers to be consolidated and confirmed by EMA Steering Committee

- Another candidate (Jean François Jaimes) saw his position disappear before he could start his internship, as the offices in which the job was to take place were due to close because of the economic crisis

**Conclusion:** 3 interviews and 2 offers by a top multinational company are the proof that the networking initiative was effective (20% of candidates made it to the interview stage, 13% of candidates were offered the position).

Considering that the goal of the project was to increase the employment opportunities of EMMC students and alumni, the project can be considered successful. Employers expressed their interest in our candidates and more hiring would have occurred had the crisis not taken place. Consequently, the Call for CVs project could be renewed in the future when the job market recovers.

## 5 Welcome Pack for Country Representatives (CRs)

The goal of the Welcome Pack, as stated in the Executive Summary, was to bridge the gap between the creation of the Country Representative position and the practical definition of their tasks. The Jobs Team, as the initiator of the CR concept and first team to have ever suggested their creation, was charged of preparing the materials for them. The task was a real challenge to the JT members, given the number of CRs (80), the worldwide geographical scope and the difficulty of defining what *promoting* EMA really stood for.

After consulting with its members within the JT, with two pre-selected CRs (Sougata Gosh from India and Jorge Luis Amaya from Ecuador), the coordinator of the International Master in Industrial Management and MBA graduate from MIT (Miguel Palacios), the JT produced the Welcome Pack with the following contents:

- o At a glance: the main contacts and information on EM, EMA and the CR team on one page
- o Overview of Erasmus Mundus: facts and figures
- o Overview of the EMA: facts and figures
- o Overview of the CR team: facts and figures, including benefits (CR and EMA comm)
- o Introduction and contact details of the other CRs: the start of your global networking!
- o An overview of the tasks of a CR
- o An overview of the CR code of Ethics
- o The TOOLS: promotional material made available to CRs)
  - o **2 Posters:** the online version can be found at:  
<http://ec.europa.eu/education/programmes/mundus/doc/poster.pdf>
  - o **2 Pamphlets:** the online version can be found at:  
[http://ec.europa.eu/education/programmes/mundus/doc/flyerscholar\\_en.pdf](http://ec.europa.eu/education/programmes/mundus/doc/flyerscholar_en.pdf)
  - o For other promotional materials created by the European Commission, please visit  
[http://ec.europa.eu/education/programmes/mundus/library\\_en.html](http://ec.europa.eu/education/programmes/mundus/library_en.html)
  - o **EM / EMA presentation:**  
[http://www.em-a.eu/fileadmin/content/Presentation\\_of\\_EM\\_and\\_EMA.ppt](http://www.em-a.eu/fileadmin/content/Presentation_of_EM_and_EMA.ppt)
  - o **EMA flyer for employers:** [http://www.em-a.eu/fileadmin/content/PublikationEMA\\_for\\_employers\\_FINAL.pdf](http://www.em-a.eu/fileadmin/content/PublikationEMA_for_employers_FINAL.pdf)
  - o Electronic versions of all documents contained within this pack (please use the digital version of this document for this purpose)
  - o Form templates e.g. Material request form, Activity form, Update details form (e.g. change of address), Magazine / newsletter article form, job input to website (for anyone who cannot access the community to advertise a position to EMA members)
- o Brainstorming exercise
- o EMA gift to CRs

The Welcome Pack was sent out by email in February 2009 and a first feedback was received during the Liaison Meeting held in Brussels on March, 4<sup>th</sup> 2009. CRs greatly appreciated the help and clarifications enclosed in the Welcome Pack as well as the materials :

- “very useful piece of work”
- “clever, clear, contains all the necessary explanations and materials”

The JT was publicly greeted by the Steering Committee and Liaison Committee for their work on the Welcome Pack during the meeting held in Brussels on March 6<sup>th</sup> and 7<sup>th</sup> 2009.

During the Liaison Meeting, the management of CRs was handed over to the Regional Chapters, which are now responsible for the whole network of CRs.

## 6 Physical meeting of the Jobs Team in Paris

Long periods of time are spent without face-to-face meetings among team members of all EMA teams, as they are typically scattered throughout different countries in Europe. A very limited number of official meetings are planned during the year (General Assembly and Liaison Committee) and not all team members are allowed to attend due to budget restrictions.

At the beginning of 2009, the JT has spent six to seven months without sitting together around the same table, since the General Assembly in Perugia in June 2008. A meaningful event was needed to kick-start activities, finalize the Welcome Pack and resume ongoing projects.

Soundappan Ramathan was in charge of finding a suitable date and venue for all team members. The selected place and day was Paris, France on Saturday, Jan. 31<sup>st</sup>. Faisal Khan obtained from the University of Paris XI a special permission to make use of their facilities during one day. Thanks to Sounds and Faisal, the event could be successfully organized.

The subjects touched upon during the meeting were:

- website project: quality time was spent between Patricia, Faisal and Kazeem to move forward the desired capabilities of the website
- Chapters: a division of responsibilities was devised between the JT and the Chapters as a starting point for subsequent discussions. This intermediate stage enabled the agreement that eventually was reached in April to have the Chapters take over all responsibilities related to CRs.
- “Welcome Pack”: the final draft was revised with all members and Ricardo Chavez, Vice-President in charge of Chapters, and meaningful additions were made.



As can be seen in the picture (both in images and text) the Physical meeting was a cheerful event that helped the team become more united and that fuelled the determination to carry out ongoing projects.

## 7 Website update

The website project was an ambitious initiative that aimed at creating a better, more powerful and better-performing platform that would serve better the interests of student and alumni searching jobs or PhDs, while promoting the image of EMA among employers.

The initial contents of the website were as follows:

- *Jobs Team Blog*

This would contain the latest ideas and upcoming initiatives from the Jobs Team. Anything which can be said public about or regarding Jobs Team can come here. A great way to show how Jobs Team is contributing to the Erasmus Mundus Community and where is it leading in terms of progress

- *Jobs Listing*

Every New Job would be listed with a due date. After due date, it will automatically vanish from the website.

- *Employer's Contact Form*

A Contact form for the Employers to automatically submit the Job online in our system. This will remove the overhead of unnecessary emailing and the potential employee can post the necessary Job at any convenience time. The submitted Job is administered by the administrator of the website.

- *CV and Profile Database*

This CV and Profile database can have CVs from any EM student. It would be made public and can be viewed by any employer or person deemed interested. The CV's would be categorized by type of work (e.g. Consultancy, Energy, Banking etc.) so that a person who is searching can know where he searches exactly for the quality students.

- *Country Representatives*

A Blog which shows the latest development and initiatives taken in the line of CRs.

- *Contact*

- *EMA-JT Presentation (profile team) :*

Would contain names of every team member and the Profiles of the team member who are associated with this project and EMA Team with some pictures

- *Working Philosophy of Jobs Team*

All JT members are involved into the spirit and to reach the JT goals with success. In consequence, all team members are involved to participate and their contributions, initiatives and opinions will be welcome and considered into the JT Projects.

The work of the team crystallized in the website sketch shown in the next page:

## Jobs Team

Erasmus Mundus Alumni Association

[About Us](#) [Contact Us](#) [Employer's Area](#)

[Login](#) | [Register](#)

[Home](#) [Profiles](#) [Jobs](#) [Advice](#) [Blog](#)

Welcome to the Erasmus Mundus Students and Alumni Association (EMA) Jobs Team.

The EMA Jobs TEAM is a group of volunteer Erasmus Mundus (EM) Students who work in getting the most recent information to all the EM Students and Alumni regarding Jobs and networking possibilities.

A Picture

Search Jobs

Enter Title, or any desired keyword

Optional

Enter City, Country or Place

[More Advanced Search](#)

Search

## JOBS

[Most Recent](#)

[Hot Jobs](#)

[Almost Expired](#)

18  
MAR

**Business Analyst | Accenture**

Location: Paris, France

Submitted By: Manuel Fernandez Abdul Kader Isabel

17  
MAR

**PhD Research Position | University of Avignon**

Location: Avignon, France

Submitted By: Patricia Cerda

[See all Latest Jobs](#)

## EM-A

[EM-A PORTAL LINK](#)

## QUICK TIPS

- 1). Tips that may help in job hunting and etc.
- 2). Tips that may help in job hunting and etc.
- 3). Tips that may help in job hunting and etc.

## LINKS

[EM-A PORTAL LINK](#)

[OTHER TEENY-TINNY LINKS](#)

## RECENT NEWS

**Ecuador Country Representative Organises an Event**

Written By: Jorge Luis Amaya | 12 - March - 2009

15 Comments

**Jobs Team meets in Paris for new Ideas**

Written By: Ram Sounds | 05 - February - 2009

2 Comments

**3 New Students are hired with the help of Jobs Portal**

Written By: Natalia Spartak | 05 - February - 2009

2 Comments

[See all News Archives](#)

The General Assembly Preparation Meeting held in Toulouse on April, 25<sup>th</sup> and 26<sup>th</sup> ruled out the possibility to create a separate website for the Jobs Team and encouraged the integration of all desired improvements within the current EMA website. Work is currently underway with ICU Net (service provider to the EMA) to complete this upgrade.

## **8 Upcoming challenges for the JT on the 2009-2010 period**

There are important tasks left for the JT newly elected coordinator in Vilnius and for the team members who will remain or newly join the team. Some of the projects of the previous fiscal year have not been finalized and others have to be started from scratch.

### **8.1 Ongoing projects**

The website improvements are yet to be materialized and the JT's has a vital validation role of the upgrades that are about to be carried out by ICU Net on the current website. The new JT ought to make sure that the capabilities are indeed incorporated and should watch over the implementation times to make sure that EMA students and graduates can benefit from the new capabilities in the shortest possible period of time.

### **8.2 New project: strategic approach to the Job Market**

Upon the decision of the Steering Committee, the JT is to undertake a new strategic activity on the account of the whole spectrum of EMMCs. So far, a small number of EMMCs have been concerned by some promotion activities of the Jobs Team such as the "Call for CVs" (see section 4). The master courses were mainly the International Master in Industrial Management, the International Project Management Master's and other energy and management-related master's courses).

The current goal is to extend the activities to the whole of the EMMCs. This activity can be as challenging as preparing the marketing plan for a company like Procter & Gamble, which sells a range of products as diverse as Gillette razors and Duracell batteries. The diversity within EMA is simply huge in terms of target companies, activity sectors, interests of alumni, etc