



**EMA**

Erasmus Mundus Students and Alumni Association

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## *EMA Jobs Team*

*– Annual report for the term 2007-2008 –*

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This document contains an overview of the activities of the Jobs Team of the Erasmus Mundus Students and Alumni Association, undertaken in the period October 2007 to June 2008, and a draft of future actions and strategies to be discussed at the EMA General Assembly, June 6<sup>th</sup>, 2008. For comments or clarifications, please contact the Jobs Team at [jobs@ema-a.eu](mailto:jobs@ema-a.eu)

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## 2. Introduction

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In this Annual Report, written for the 2008 General Assembly of the Erasmus Mundus Students and Alumni Association (EMA), the Jobs Team of the EMA will detail the activities and strategic approach in the 2007-2008 term (from one GA to the following: here, October 2007 till June 2008, for a handover in June 2008). Furthermore, a preliminary strategic plan and future activities for the coming years will be introduced. These future plans are subject to input and discussions at the General Assembly 2007. The Jobs Team consists of the following EMA members, all present at the last EMA GA in October 2007:

1. Sandra OBERHOLLENZER (Team coordinator)
2. Nicole ACREY
3. Patricia Ivonne CERDA MUNOZ
4. Leon KOPECKY
5. Mia LAFONTAINE
6. Roopika MENON
7. Manuel FERNANDEZ
8. Juan Francisco SANCHEZ MORENO

During the last term, we have been working with great enthusiasm at several activities for the Jobs Team of the EMA. It has been extremely interesting process, in which we were able to learn a lot. We are very proud of the progress the Jobs Team has made, and we hope that after reading this report, you will share our views about what the Jobs Team has accomplished and increase your interest in working with, or contributing to, the Jobs Team activities of 2<sup>nd</sup> year of the EMA (2008-2009).

### 3. History of the Jobs Team

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The Jobs and Career Responsibility was added to the activities of the EMA upon request of the Liaison Group in June, 2006, at the launch meeting of the EMA in Brussels. In October 2006, the Liaison Group (the aggregation of all Service Teams) came together in Brussels to start work on the EMA. At this meeting, a Jobs Team Working Agenda for 2006-2008<sup>1</sup> was drafted. This document has formed the basis of the tender that the EC launched for a new Service Provider in January 2008.

During the launch period of the EMA, the following activities were conducted by the Jobs team:

- Setting the strategy for the Jobs Team

The Jobs Team identified *acquiring and spreading information* as her primary objective and challenge. Information about career opportunities should be found and dispersed to EM members, whether this would regard to job openings, internships, PhD positions or volunteering possibilities. Furthermore, prospective employers should get information about the EM members and the EM programme as a label for quality.

- Writing Jobs Entry in the Newsletter

The Jobs Team created a Jobs Entry in the Newsletter, published in four editions. The editions consisted of a Helping you look section, PhD opportunities within a wide range of fields and, when available, career opportunities

- Start of the EMA Country Representatives

A first trial round for Country Representatives of the EMA was launched. However, the structure and support was not sufficient to keep the program running.

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<sup>1</sup> See for reference, the EMA Jobs Team Proposed Working Agenda for 2006-2008, provided in an addendum to this Annual Report, and to be found at [http://www.ema.eu/fileadmin/content/Program\\_Jobs06.pdf](http://www.ema.eu/fileadmin/content/Program_Jobs06.pdf).

## 4. Jobs Team: 2007-2008 term

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During the first month of the 2007-2008 EMA term, an online introductory meeting was held by the new Jobs Team, which was formed at the 2007 GA. Six of the Jobs Team members were present with an aim to create an official statement for the Jobs Team, a new structure for the now larger team, coordinate meeting schedules, and a discussion of the upcoming Jobs Team activities for the term. An overview of the outcome of this meeting is given in this section. Note that only the topics that were further worked on are mentioned here, see Section TBD to have an overview of topics that were considered out of scope for this term.

### *Statement of the JT*

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The working statement of the Jobs Team is:

*"We are here to provide the means to increasing education and employment opportunities worldwide to EMA members and expand knowledge within industry and higher education institutes about EMA. We are not a recruitment agency, but we can help you in other ways."*

NOTE: It was decided to explicitable say that we are not a recruitment agency to avoid confusion. If we actively participate in job hunting for EMA members, we will not be able to do so homogeneously for all EM courses.

### *Structure of the JT*

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The JT will be split into two (2) working groups. There will be no coordinator for each of the sub-teams, but rather they will work as teams, centralizing their activities through the Jobs Team coordinator.

### Contacts

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**Contacts with industry** and higher education institutes of interest to EMA members, starting with international organizations, governments and EM universities: We must ensure this is global!!! This works with **Promotions** and **Newsletter** and **Magazine**, however is not limited to and may see the need to work with other service teams or groups. The Contacts team has also become the central coordination point of the Country representatives, see Section 5 for more information. The focus is on the soft skills of EMA members.

#### **Current working group members:**

Juan, Leon, Manuel, Mia, Roopika

1. Leon KOPECKY
2. Mia LAFONTAINE
3. Roopika MENON
4. Manuel FERNANDEZ



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5. Juan Francisco SANCHEZ MORENO

### Online services

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**Online Jobs information for EMA members** is needed to make information readily accessible when available. This team works closely with the **IT team** and the **Service provider**, however is not limited to and may see the need to work with other service teams or groups. The focus is on making Jobs Team information more accessible.

**Current working group members:**

1. Nicole ACREY
2. Patricia Ivonne CERDA MUNOZ

### JT Meetings

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All internal JT communication should be copied to all of the JT members. Spamming should be avoided and emails kept short. Any JT meetings (including working group meetings) will include all JT members for this initial phase. AIM: High transparency and involvement of team members to keep up motivation.

### Jobs Team Information

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Details of the Jobs Team will be available on request. This information will contain: Surname, first name, EM forwarding email address, EM master course, photo: published at the discretion of the Jobs Team member.

### Helping you look

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The "Helping you look" section of the Newsletter should be available continuously online for the EMA community.



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## 5. Jobs Team Activities: 2007-2008 term

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Since October of 2007, the main activities of the Jobs Team have consisted of the following:

- Online activities: A Jobs Team presence in the EMA community
  - Helping you look section
  - Online placement opportunities database
- Country representatives: Launch of an official EMA campaign with the new service provider
  - Call for applications in March 2008
  - Selection and release of results in May 2008
- Call for candidates
  - Applications opened in April 2008
  - Packages to be sent to relevant companies

### *Online Activities*

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The Jobs Team online activities were coordinated by the Online Services Team of the Jobs Team. The aim of the online activities was to increase the accessibility of Jobs Team information for the EMA members. The sections made available online in the past term include:

- Jobs Team information section

Relevant information, such as contact details and reports, are available online. It is here where any 'permanent' updates to team information etc are published.

- Helping you look section

The original "Helping you look" section was published with each Jobs publication in the newsletter during the 2006-2007 term. In order to make the information more accessible, the information has now a dedicated site with updated and add relevant information.

- Online jobs and placements database

As it was decided that the Jobs publications in the newsletter would not continue, an online jobs posting section was initiated <sup>2</sup>by the jobs team. This way, any incoming jobs, PhD's or other placements can immediately be posted (and then seen) by anyone accessing the EMA community.

### *Country representatives*

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EMA Country Representatives (CRs) are EMA members who would like to represent EMA for their home country, with the aim to create a global network of EMA members who can share information, advertise for the EMA and assist EMA members and potential EMA

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<sup>2</sup> Technical needs of the service teams are followed through by the EMA service provider, currently ICUnet.

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students. An official campaign to call for country representatives was launched with the new Jobs team members and new service provider. The initiative was coordinated by the Vice President, Taghi Paksima, and the Jobs Team. However, now the coordination of the CR officially falls under the hat of the Jobs team (Contacts working group), as decided at the last steering committee meeting in Lund, Sweden, in April 2008. It should also be noted here that in the future, if the coordination of the CR was to become too heavy a work load, a new service team might be created for their coordination.

The following characteristics were desired for the country representative applicants:

1. Be an EMA member
2. Have a high motivation for promoting EMA and Erasmus Mundus
3. Have lived abroad for a minimum of three months

To be able to widely contribute to the following tasks of a CR:

1. Networking with companies and universities in your home country to promote Erasmus Mundus
2. Assisting students and potential students from your home country you're your experience gained as a EM student
3. Assisting with input for the EMA website (including newsletter) and magazine, if necessary.
4. Possible representation of EMA at local events.

The call for applications was sent out in mid-February and closed 2 weeks later on the 28<sup>th</sup> of February 2008. For the text of the call, refer to Appendix C. All applications were received to a dedicated email address created for the CR candidates. During this two week period, over 320 applications from 80 countries for a CR position were received.

The following steps were taking to complete the selection process for the country representatives.

- Filing of each application in country clusters, collecting the following information in one file:
  - a. First and last name
  - b. Email address
  - c. Nationality
  - d. Country to represent
  - e. Period lived in Europe and where currently residing
  - f. Student/Alumni status
  - g. Motivation letter
- Scoring the candidates application: Four categories, five points per category, giving a total maximum possible of 20 points. The four criterias were:
  - a. Motivation
  - b. Vision
  - c. Team work
  - d. Presentation
- With a minimum cut-off of 12 points, the top ranking two candidates from each country (if possible) were chosen, with five from India and China

## Results

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Due to the large amount of applications, the announcement of the candidate's names was delayed. In mid-May the results were published on the EMA community website. 70 representatives from 44 countries (38 students and 32 alumni) were chosen. A few of these applications were pending, due to some missing details. The table below is the tentative list of CRs at the 2008 GA. For more information, please read the newsfeed on the EMA website.

1	Teuta	Stefi	Albania	
2	Edlira	Alku	Albania	
3	Federico Fros	Campelo	Argentina	
4	AHM	Kamal	Bangladesh	
5	Forhad	Rabbi	Bangladesh	
6	Julia	Popruzhenko	Belarus	Pending
7	Roberta	Gregoli	Brazil	
8	Bakwowi	Jeshma Ntsou	Cameroon	
9	Sarah	Knee	Canada	
10	Jonathan	Lear	Canada	
11	Jie	Zheng	China	
12	Aidi	Hu	China	
13	Che	Wang	China	
14	Xu	Yan	China	
15	Xiaohong	LIAO	China	
16	Felix	Morán	Ecuador	
17	Jorge Luis Amaya	Amaya	Ecuador	
18	Ehab	georgy	Egypt	
19	Dessalegn	Yizengaw	Ethiopia	
20	Wondwosen	Tilahun	Ethiopia	
21	Solomon	Faakye	Ghana	
22	Justice	ODOIQUAYE ODOI	Ghana	
23	Lisbeth del Rosario	Palacios Alvarado	Guatemala	
24	Jacky	Cheong	Hong Kong	Pending
25	Vikash	Kumar	India	
26	Paras	Mehta	India	
27	Navin	Agarwal	India	
28	Sougata	Ghosh	India	
29	Samant	Veer Kakkar	India	
30	Muhammad	Arief	Indonesia	
31	Adhitya	Trenggono	Indonesia	
32	Mansour	Hajbagheri	Iran	
33	Tomer	Libal	Israel	
34	Gali	Pilowsky	Israel	
35	Lorenzo	Burlon	Italy	
36	Mazen	Momani	Jordan	
37	Anas	Zyadin	Jordan	
38	Zhanara	Yessenova	Kazakhstan	
39	Moses	Ondeng	Kenya	
40	Serah	Munguti	Kenya	
41	Zhanna	Husainova	Kyrgyzstan	
42	Min Jet	Loo	Malaysia	
43	Mary	Stella	Malaysia	Pending
44	Adi	Lazos	Mexico	
45	Laura	Ballesteros	Mexico	



5-6 June 2008

46	Bataa	Chuluunbaatar	Mongolia	
47	Mahesh	Bhattarai	Nepal	
48	Akindeinde Saheed	Ojo	Nigeria	
49	Agwara John	Onyeukwu	Nigeria	
50	Tuba	Samih	Pakistan	
51	Salman	Saif	Pakistan	
52	Hilda	Ascencio	Peru	
53	César Eduardo	Wong-Alcázar	Peru	
54	Jill Marie	Lopez	Philippines	
55	Arfang	Dabo	Senegal	
56	Sabic	Norbert	Serbia	
57	Brankica	Opsenica	Serbia	
58	Chew	Chew	Singapore	
59	Alicia	Betts Ávila	Spain	
60	Jerry	Chen	Taiwan	Pending
61	Sayora	Nazarova	Tajikistan	
62	Francis	Moyo	Tanzania	
63	Chaidarun	Iamphak	Thailand	
64	Nop	Pathomworachai	Thailand	
65	vincent	ssemaganda	Uganda	
66	Nataliya	Stupak	Ukraine	
67	Tyler	Henders	USA	
68	Thao	Vu	Vietnam	
69	VU	Quoc Huy	Vietnam	
70	Shingie	Mutanga	Zimbawe	

### Next steps for the CRs

Now that the CRs have been published, the coordination of their activities must begin. This is the main focus of the contacts working group of the Jobs team for the upcoming term. First, a mailing list of the CRs is to be used to contact each CR for a confirmation of acceptance of the position. On reception of the acceptance, the CR will be sent an information package on the EMA, the planned activities of the EMA and a statement of commitment to be signed by the CR. This statement of commitment is to be sent back in pdf form to the allocated Jobs team member. With reception of the signed statement, the CR is officially filed in as the representative for an unknown term, and the further activities (and monitoring of these activities by the Jobs Team) can begin.

In the more further future, the aim is increase the homogeneity in the CR group. The 2<sup>nd</sup> call for representatives would aim at CR from under or non represented countries.

### Call for candidates

We believe that the best way to advertise the EMA in terms of what its members can offer the career sector is via the EMA members themselves. Here, in the EMA pool, we have talented individuals from a huge range of study fields and countries, who have something special to offer employers. Therefore, under the lead of Manuel Fernandez, the Jobs Team coordinated an effort to downselect from interested EMA member and open up their opportunities for certain companies through internal ties to them. The selected candidates' curriculum vitae and motivation letter are sent in paper and electron version

directly to the recruiters in the company for the position along with promotional material for the EMA. In this way, the Jobs Team forwards the promising application with two extra recommendations: the internal contact and the EMA.

In the call for candidates launched in April of 2008, positions were offered for application in the following companies:

1. Managerial traineeships at ING
2. ArcelorMittal
3. Norfolkline's graduate training - M.I.S.E.
4. Ingersoll Rand Accelerated Development Program.

The text of the call, as it was published in April 2008 is given in Appendix A. All applications were received to a dedicated email address created for the candidates.

### *Cooperation with other teams*

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Together with the other EMA Service Teams, the Jobs Team has added to the Policy debate within the EMA, and has cooperated with the other teams to further the goals of the EMA. In this section, the input and help received to and from other teams is summarized. We have received more support than is listed here, and we want to acknowledge every Liaison Group member and everyone involved with the EMA who has provided us with information and advice about Jobs Team activities. Thanks especially to the IT team for providing the Jobs team (and the other service teams) with excellent online facilities for our activities. Thank you very much!

### *Policy*

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The Jobs team actively contributed to and participated in the continuous discussions about the Statute of the EMA. In our view, this has produced a very impressive document.

### *Magazine*

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The Jobs Team has provided an input article for the magazine. Thanks to the magazine team for a great first edition of EMAnate.

### *Promotions*

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As has been mentioned above, Promotions and Jobs had set up plans to use the available promotional material after the GA to send informative packages to prospective employers of EM alumni, with the help of the Country representatives.

## 6. Other projects and Future Recommendations

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This section gives a short overview of the main other topics or projects that were considered during the term, but were not carried out due to reasons such as being out of scope for the resources (manpower, budget, etc) available. In the case of these topics being considered again for the coming term, please consider the recommendations. It is noted that these projects are only able to be realised with the adequate resources.

### *Training sessions*

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With conferences and policy: other teams had no time/budget, difficulty with reaching a large percent of the EMA members and large budget needed to have these online or in person training sessions with qualified professionals

### *Jobs entry in Newsletter*

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Although the Jobs entry was very well received during the launch period of the EMA, it was decided to create a more sustainable system of jobs and placements information distribution. The newsletter publications gave excellent visibility for the Jobs Team, but ... Regularity, accessibility, work load for team.

### *Approach to companies*

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This is an idea that has been of interest to the Jobs Team from its creation. Draft letters of approach and presentations have been created; however a solution to the problem of ensuring a good coverage of all EMA fields of work with the knowledge (coming from the professions) of the Jobs team members is difficult. Up to now the focus has been on multi-nationals and large organisations. It is recommended that this topic be further considered, but not carried out without a strong action plan to ensure no preference for certain EMA groups occurs.

The idea was to create a letter for each sub-group of EM courses listing the soft skills and relevant courses within a field and the contact person for each of these courses and use this in a promotions package to send to selected organisations. Up to the 2008 GA no promotions package was available, but it is recommended to re-visit this idea for the next term with the new promotions material.

### *Online Searchable Resumes*

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We would like to see the possibility for EMA members to put their details into a Resume database that would be searchable by other EMA members or potential employers. Of course, this database would *only* be accessible to EMA members (registered in the community) and selected recruiters.

Unfortunately, the IT capabilities necessary to do this in the EMA community are not currently available. It is recommended that this option be re-considered when the resources needed are available to the service provider.

### *Hiring a professional recruitment agency*

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The request for contacting a recruitment agency on behalf of all EMA members, and allowing all members to request their assistance in finding a position has been discussed with the current service provider. It was found that The number of professionals (and therefore amount of cost) would be too great to be able to justify the added benefit to most of the EMA members. Unless a special arrangement can be made, we do not recommend hiring a professional recruiter, but rather keeping the Jobs team activities to "assisting" and "making opportunities more available" rather than direct recruitment.

#### Needs of the EMA members

We suggest that the needs or wants of the EMA members be researched further. A survey was created to do just this, with a low response rate. The recommendation is that, with adequate manpower for revision, the survey should be sent out to as many members as possible via various advertising modes, e.g. newsletter, community, etc. However, this also implies some sort of control method to ensure each member only replies once. The survey should also entice people to get more involved, e.g. write an article for the newsletter. The survey must:

1. Be short
2. Be friendly
3. Ask whether the alumni believes that their EM course helped them professionally
4. Ask whether the alumni is willing to share their experience: written (Newsletter or Magazine) or personally (direct contact with other alumni)

## 7. Challenges

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### *Country representatives*

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As mentioned above, the main activities of the contacts working group for the next term will be the coordination of the country representatives. As many CRs have been selected, it is important that there is enough manpower allocated to their coordination. We must ensure that the dedicated people that we have selected are able to be followed!

### *Getting the information*

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The Jobs Team is an information provider; information about career perspectives should be acquired and spread to EM alumni, and information about EM alumni and the EM quality label should be disseminated to prospective employers. As has been recognised from the start, getting the information is the key to success for the Jobs Team. It has also proven to be her major challenge. It is difficult to set up an information flow from alumni to the Jobs Team. However, the Jobs Team cannot acquire all this information by itself. A network of Country Representatives is a good start, if coordinated properly, however, we want to improve our effectiveness in this area, and are open to all suggestions from the General Assembly.

### *Preventing a brain drain*

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EMA members and the European Commission have stressed several times their concern for a possible brain drain that might occur as a negative side-effect from allowing more non-Europeans into high level education in Europe. The Jobs Team is very much aware of these concerns. To address these concerns, we have tried to find and provide information about career opportunities both inside and outside Europe, a capability that will be increased with the coordination of the country representatives. We welcome any further suggestions on how to further prevent a brain drain from occurring.



## 8. Budget for 2008

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Most of the activities of the Jobs Team are (able to be) conducted without monetary funds.

Currently there are two projects requiring budget for the next term of 2008-2009. These are:

1. EMA online resume database

As mentioned above, one of the future activities of the Jobs team is to make an online, searchable resume form available to EMA members. 4000E has been allocated for the technical practicalities of this activity in 2008.

2. Sending costs of information and promotional packages to the relevant associates

There are three categories in this section. The information/ promotional packages are planned to be sent to:

- Companies in the Call for candidates: A promotional package + application package of the selected candidates + contact information
- Country Representatives: A promotional package + Requirements and activities package + Contact information
- Other, including any interested parties in the EMA, specifically Jobs Team Activities: A promotional package.

1000E has been allocated for this in the budget of 2008.

NOTE: Aside from this, each of the service teams will receive 100E of Skype credit to be used for EMA meetings and other EMA activities. If needed, this amount can be topped up.

## 9. Join the Jobs Team!

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At the General Assembly, the members of the General Assembly will be entitled to join the Service Team of their choice. We would greatly welcome any GA member that would want to contribute to the activities of the Jobs Team, expand these activities and take them to a higher level! We are especially interested in you if you have specific topics that you would like to contribute or make comments to.

We are looking for the GA members with the following profile:

- Enthusiastic
- Pro-active
- Thinking outside the box
- Flexible
- Able to invest time (estimated 5 hours a month on average, depends on your initiatives)
- Easy to make contacts

If you want to help out with finding and providing information about career perspectives to EM alumni;

If you want to build a network for EM alumni to contact when looking for a job or other information;

If you want to contact international organisations and multinationals to spread the word about the EM quality label and the potential of EMA members;

And if you think the profile fits you like a glove,

Please join the Jobs Team! We would be more than happy to welcome you and look forward to a successful cooperation in this challenging and exciting next phase for the EMA!

Most sincerely and with the warmest regards,  
The Jobs Team of the EMA

**Sandra Oberhollenzer**  
**Nicole Acrey**  
**Patricia Ivonne Cerda Munoz**  
**Leon Kopecky**  
**Mia Lafontaine**  
**Roopika Menon**  
**Manuel Fernandez**  
**Juan Francisco Sánchez Moreno**



## 10. APPENDIX A: Call for Candidates published text

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CALL FOR CANDIDATES: Various large organisations

The EMA Jobs Team are assisting in candidate selection for four large organisations within Europe. This call will be open from Sunday 13 April 2008 to Sunday 20 April 2008. Please read the descriptions of the positions below and apply to EMAJobsTeam(at)yahoo.com if you are interested. Include in your application ONE document as an attachment to the email in PDF (preferred) or DOC format containing the following:

A cover letter (maximum 500 words) stating your motivations for the job and why you are the perfect candidate

Your CV, including your current contact details.

In the body of your email to us, copy and paste and complete the table given below\*:

Surname	
First Name	
Which position are you apply for?	1,2,3,4A and/or 4B
EM course	
Year of graduation	
If graduated, what are your activities?	
Nationality	
Birth-year	DD-MM-YYYY
Current location	

\*Please note that this information is for EMA Jobs Team purposes only and will be treated confidentially.

If you have any questions, please don't hesitate to contact us on jobs.team(at)em-a.eu.

Best of luck with your applications!

Sincerely,

The EMA Jobs Team

### ***POSITION 1: Managerial traineeships at ING***

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In ING there are always open and available managerial traineeships for young graduates, as well as internships: <http://www.ingtalentprogramme.nl/> Profiles: Insurance, Investment, Marketing, Risk, Finance, Processes, Legal, Banking sales, Wholesale. Profile: Operations & IT Banking

### ***POSITION 2: ArcelorMittal***

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Open applications are desired: there are specific job descriptions. Candidates with education at a master level in International Project Management or an International Master in Industrial Management are invited to apply.

### ***POSITION 3: Norfolkline's graduate training - M.I.S.E.***

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<http://www.norfolkline.com/EN/Careers/MISE/>

Norfolkline is a part of the world renowned shipping and transportation company, A.P. Møller – Maersk Group and as part of its growth plans is looking to recruit bright, ambitious and enterprising people for the Maersk International Shipping Education (M.I.S.E.) Scheme. The M.I.S.E. Scheme is an intensive two-year program aimed at imparting all round knowledge of international trade and transportation solutions. The Program blends theoretical & practical education and includes four classroom modules of two weeks each at the Maersk Shipping Academy in Copenhagen, Denmark. The practical education is an on the job program, where the M.I.S.E. trainee is rotated through at least three positions/jobs throughout Europe. Through these jobs, the M.I.S.E. Trainee acquires knowledge of various aspects of the business.

### ***POSITION 4: Ingersoll Rand Accelerated Development Program.***

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In September 2008 Ingersoll Rand will hire 10 additional ADP 's into the ESA -program. Applicants are to have the following profile:

- Highly mobile graduates with global mindset
- Strong ability to learn quickly
- Leadership potential
- 2-3 years of professional experience, preferably abroad
- Fluency in English & knowledge of min. 1 other European language



## 11. APPENDIX B: Working agenda for period 2006-2008 (20/10/2006, Brussels)

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The EMA Jobs Team structured their work around the following aspects:

### Tasks of the Jobs Search and Placements team

- Provide information to students about positions at companies, organizations and universities
- Provide information to companies, organizations and universities about EM alumni
- Communicating results to use as promotion for EM programs (in cooperation with Promotions team)

### Focus

- Contact with companies, organizations, universities
- Career section on EMA website
- Organization
- Communication
- Our network

### Contact with companies, organizations, universities

1. Contact with companies and organizations is a very important task. Our channels to get in contact with companies and organizations of interest to EM alumni will be:
  - Alumni
  - University search databases and other databases
  - Current jobs and traineeships on offer within individual masters
  - PhD positions at all top universities
2. To approach companies and organizations we will promote the EM alumni with a special label, that creates awareness about the specific skills EM alumni have. For instance: international experience, multilingual, willingness to undertake challenges, open-minded, flexible, high level of education. This could also be used in the identity building of the EM alumni. We will cooperate with the Promotions team on this.
3. To increase our visibility and get the placement project started, our primary focus in the short term will be on:
  - International organizations
  - Multinationals
  - Universities (PhD's)
4. First focus is on PhD positions in universities, since they seem very popular with EM alumni. All EM alumni have links to universities, so the ads for PhD positions should be relatively easy to find. We need help with getting this information (see organization, Placement Representatives).
5. We (and our Placement Representatives) will get in touch with university career centers to ask for advice and contacts.
6. Keeping in touch with the companies and organizations that placed ads is crucial to see how satisfied they are with the results, how we can improve, and whether they have been able to fill the position and hire EM alumni.

**Contact with EM students and alumni**

7. A career section on the EMA website will be set up.
8. The new ads for positions can be posted in the EM newsletter, with a link to the ad in the career section.

**Career section on EMA website**

9. Offers to be fully up-to-date, accessible at all time, and all together. Initially, there will be four sections that are general and will have something to offer for all EM alumni, namely:
  - Jobs and traineeships
  - Internships
  - PhD positions
  - Other (including volunteer work)

As mentioned, the first focus will be on PhD positions since that will be easiest to arrange for us and we want to have something on offer to increase our visibility.

10. When the database is up and running and ads are being added frequently, a feature of the career section to subscribe to receive new ads the minute they get posted would be convenient. We can also have ads that address specific masters instead of general positions. Only then, we can structure the ads according to a cluster. That is not our first priority.
11. Feature of the database: ask students to write comments on the database and tell us when they find a position through the database.
12. Ads should have a similar format.
13. We want a profile for our career section. Our career section offers international positions, which appeal to a wide range of disciplines. Alumni should know what sort of jobs to find through the EMA website.
14. Other information will also be provided in the career section, for instance:
  - Career fairs organized throughout the world
  - Links to international search databases
  - Scholarships for PhD positions

**Organization**

15. This is a lot of work; we need a larger team. Since course representatives for the new masters will only be elected for the GA meeting in May, we will need Placement Program and Country Representatives. We will ask for people to help out in the newsletter, and through this document.

**Our network**

16. We need contacts at all top universities (not limited to participating universities, therefore increasing with time) to forward PhD positions that are of interest to EM alumni.
17. Our network will also consist of the alumni; ideally, they would forward us the ads for positions in their companies or organizations.
18. We need your help! Tell us all information that you think would be useful to us! An alumni network is all about diffusion of information!

**Other issues**

19. A database with alumni that students can contact for getting information about companies or general questions about looking for jobs will not be set up separately. The IT –team will ask EM alumni to update their profile with the position they have now and add to the requests for information when you register for the EM website something like the following: Did you graduate? No/Yes ? If yes, did you already find a job? No/Yes ? If yes, current position: .....(position) at ..... (company or organization you are working with). This should be (optionally) viewable to all EMA members, so everyone can contact alumni working at companies or organizations of their interest.
20. We will look into contacting a recruitment agency, and allowing all members of the EMA to request their assistance in finding a position. This however is not a priority.
21. Career fairs organized by the EMA will be considered at a later stage.
22. Career fairs that are organized now could be used as a way of getting in touch with companies and promoting the EM label. We will cooperate with the Promotions group on this.
23. There is a lot of work to be done, and we could really use the help of all the representatives and any other EM student who could give us advice and information! We appreciate it very much.

### **Jobs & Placements team**

**Hanneke Luth**

**Sandra Oberhollenzer**

## 12. APPENDIX C: Country Representative Call, 15 February 2008

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### A call for Erasmus Mundus Country Representatives:

Would you like to represent your country?  
Are you interested in meeting and helping out students and Alumni from your home country and around the world?

The Erasmus Mundus Country Representative Program is being launched, and the call is out for motivated individuals to get involved! We are looking for EM Students and Alumni from all countries around the globe to become representatives for Erasmus Mundus. We are currently looking for one to three country representatives per country (the number selected will be relative the number of EMA members of that country).

If you are interested in global networking and assisting EM students and alumni from your home country, then keep reading...

What your tasks would include:

5. Networking with companies and universities in your home country to promote Erasmus Mundus
6. Assisting students and potential students from your home country you're your experience gained as a EM student\*\*
7. Assisting with input for the EMA website

Please note:

\*During the early phases of the program there will not be much activity in some of these areas and that we will be there to guide you and help you out when you need.

\*\*Your name and a contact address would be given on the EMA website.

To be eligible to apply you must:

4. Be an EMA member
5. Have a high motivation for promoting EMA and Erasmus Mundus
6. Have lived abroad for a minimum of three months

For applications, please send a cover letter (no longer than one page) stating your motivations to become an EM Country Representative to [countryreps@em-a.eu](mailto:countryreps@em-a.eu) with **APPLICATION: EM Country Representative** in the subject of the email. **DEADLINE for applications: 29<sup>th</sup> February 2008**. If you have any further questions about the application process please contact [countryreps@em-a.eu](mailto:countryreps@em-a.eu) with **Country Representative Query** in the subject of the email.