

EMA Jobs Team

Proposed working agenda for the period up to 2008

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 the EM programs (in cooperation with the 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:

a) Alumni

b) University search databases and other databases

c) Current jobs and traineeships on offer within individual masters

d) 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:

a) International organizations

b) Multinationals

c) 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:

- a) Jobs and traineeships
- b) Internships
- c) PhD positions
- d) 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:

- a) Career fairs organized throughout the world
- b) Links to international search databases
- c) 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