

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of Students & Alumni Relations Unit

Duration: 2 year commitment

Application Deadline: 22 May 2021

Start Date: 01 July 2021

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of the Students & Alumni Relations Unit

EMA is looking to appoint a Director of Students and Alumni Relations who will have overall responsibility for the formation and successful work of the Students and Alumni Relations Team. This unit represents the students and alumni of the Erasmus Mundus Programmes, serves their interests, and is responsible for developing and maintaining the relations between EMA, current students and past students, i.e. the members. The main priority of the unit is to strengthen the EMA community and provide opportunities for engagement among Erasmus Mundus students and Alumni.

Equal to other Director roles in EMA, the Students and Alumni Relations Director requires very strong coordination skills. This implies experience with and the ability to manage a large team, starting from its recruitment, evaluation of work and team member mentoring! As part of the Management Board, the Director will be involved in shaping the unit, as well as, the organisation's strategy and action plan. The position also requires the ability to juggle multiple projects happening simultaneously, and assist in details from administrative to strategic assistance for those in the unit.

Learn more about EMA's Units [here](#).

Candidate Profile:

Required

- Ability to assess outputs of the unit and tailor and deliver them based on the ongoing needs of students and alumni, and on the ever-changing external circumstances;
- A sound understanding of higher education and the functional processes of higher education institutions;
- Mentoring and coaching experience;

- Experience with and knowledge of community engagement best practices;
- Experience with and knowledge of professional development best practices.

Preferred

- Experience working or volunteering in the higher education sector preferred;
- Experience working with senior staff from universities and higher education ministries;
- Project knowledge to engage in community development projects and engagement;
- Experience in various areas of interest for EMA, specifically professional and community development.

Responsibilities:

- Develop and maintain products and services continuously, such as, but not limited to professional development (e.g. mentoring programme, workshops, etc) and community development activities (Cookbook, EMADay events, etc);
- Develop, maintain and improve communication and relations with EM students and alumni through various activities;
- Deliver training on soft-skills required for job applications and professional development;
- Engage the community of students and alumni via activities and projects which respond to the aims and needs of EMA and various of its units, by providing a place of opportunity where students and alumni can share ideas and expertise;
- Proactively engage with coordinators, academics and top researchers from different consortia;
- Proactively engage with senior staff from universities and the EC;
- Facilitate meaningful dialogue between students and the coordinators from various programmes, for the improvement of previously identified concerns;
- Maintain a central place to gather complaints and feedback, redirecting and/or assignment to respective units in charge;

For detailed objectives and functions of the Student and Alumni Relations (S&A) Unit, refer to [EMA's Internal Regulations](#), clause 2.

Potential Benefit

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;

- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.

Submit your application [here!](#)