

## **CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD**

**Position:** Director of Policy and Quality Assurance 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 Policy and Quality Assurance Unit**

EMA is looking to appoint the Director of Policy and Quality Assurance. This unit deals with both internal and external EMA stakeholders, and cooperates with all other organisational units in order to achieve common goals.

From the back-end/internal perspective, the Unit is tasked with the creation of all policy documents that an international organisation such as EMA should have, for both its internal and transparency purposes. Such documentation is indispensable for the correct functioning of the Association. The policies will vary in scope, and the Director will work on topics such as, but not limited to, elections, protection of privacy, environment, information security, among others.

From the front-end viewpoint, the Unit will work in conjunction with current students, programme consortia and universities (in addition to EMA's members) to develop, maintain and guarantee the quality of the Erasmus Mundus experience. This will be done by conducting surveys on graduate impact, course quality assurance and degree recognition and other relevant surveys.

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

### **Candidate Profile:**

#### **Required**

- Exceptional organisational skills and high attention to detail;
- Team spirit and the ability to work independently;
- Excellent interpersonal and communication skills;
- Able to work with a diverse group of people and across time zones and coordinate work with a geographically distributed team;
- Commitment and focus to work for the continuous improvement of EMA.

### Preferred

- Expertise in consultancy, and policy making and drafting;
- Expertise in reporting and report presentation to various stakeholders;
- An understanding of basic statistics and analytical skills.

### **Responsibilities:**

- To develop EMA's short, medium and long policies, and the required instruments and/or tools for their implementation;
- To ensure the excellence, quality and efficiency of the Erasmus mundus programmes by conducting surveys on graduate impact, course quality assurance and degree recognition and other relevant surveys;
- To facilitate a quality Erasmus Mundus experience for all students, regardless of their course and work in close collaboration with the Student and Alumni Relations Unit;
- To compile student feedback of programmes, in order to maintain or improve its quality and collaborate with the quality assurance committees of various Erasmus Mundus consortia;
- To offer support for EMA programmes during the accreditation and quality assurance process for new and existing courses, following the European accreditation approach;
- To contribute to the quality and efficiency of internationalization and jointness of the higher education sector;
- To strengthen the dialogue on education, policy, environmental, social, political and economic development.

*For detailed objectives and functions of the Policy and Quality Assurance 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](#)!