

ESN Hertfordshire

Thank you for your interest in joining the ESN Hertfordshire committee.

Our society is part of the Erasmus Student Network (ESN), an international non-profit organisation that represents international and exchange students, provides opportunities for cultural understanding and self-development and promotes greater student mobility. We are a society for all international and exchange students, whether you're an incoming, outgoing, current, past or potential student!

We're recruiting motivated, internationally-minded people to join our team for next year. The application process and the available positions are outlined in this document. To apply, fill out the application form and email it to herts@esnuk.org by Friday 23rd February. We look forward to hearing from you and good luck with your application!

The ESN Hertfordshire Committee

What are the benefits for you?

- Looks great on your CV & will give you lots of valuable experience
- Get to meet new people from all over the world!
- Travel & go on great trips in the UK & across Europe
- Being part of the Largest Student Organisation in Europe!

What do we want from you?

In 3 words: Enthusiasm, commitment and reliability.

Who can stand for a position?

Any student who is going to be studying at the University of Hertfordshire during the upcoming academic year is eligible to stand for any of the positions (this includes students currently studying here, students currently on placement or studying abroad and incoming exchange students).

What positions are there?

President, Vice President, Treasurer, Secretary, Events and Trips Coordinator (x3), Communications Manager, Graphics & Marketing Coordinator, Buddy Scheme Coordinator (x3), International projects coordinator (2) Webmaster.

You can apply to be considered for more than one position, but please list the positions on your application form your order of preference. If you're not sure which position to apply for, feel free to email us for more information.

In addition, we are always recruiting new Active Members who are able to help whenever they can spare the time!

POSITIONS DESCRIPTIONS:

President:

Time dedication per week: 3 - 4 hours

Core Responsibilities:

- Represent the society to all external interests
- Point of contact with the international office, SU and ESN UK
- Represent the society at National and International events (*expenses covered*)
- Supervise and oversee the general running of the committee
- Work with the treasurer to secure funding from the international office and through partnerships

Vice President:

Time dedication per week: 2 – 3 hours

Core Responsibilities:

- Stand in for the President when needed
- Organise weekly office hours
- Oversee the implementation of ESN projects including SocialErasmus and Mov'in Europe
- Recruit and manage active members

Treasurer:

Time dedication per week: 1- 2 hours

Core Responsibilities:

- Manage the accounts and the cheque book of the society
- Pay the annual Membership Fees and order merchandise
- Apply for funding from the International Office/Students Union and partnerships
- Set and approve budgets for events

Secretary:

Time dedication per week: 1–2 hours

Core Responsibilities:

- Keep minutes of committee meetings
- Update and maintain mailing lists
- Manage the society email account

Events and Trips Coordinators (x3):

Time dedication per week: 1-2 hours

Core Responsibilities:

- Come up with new ideas for events
- Organise a wide range of social and cultural events
- Organise day trips around the UK
- Work with the Communications Manager and Graphics Coordinator to promote events

Communications Manager:

Time dedication per week: 1-2 hours

Core Responsibilities:

- Promote and advertise all activities and events of the society
- Plan the Communication strategy for the year
- Take photos during events/collect pictures from events and upload with the ESN branding
- Manage the society's Facebook, Snapchat, Twitter and Instagram accounts

Graphics and Marketing Coordinator:

Time dedication per week: 1-2 hours

Core Responsibilities:

- Design and print posters and flyers to promote ESN Hertfordshire and ESN UK National events, as well as to promote the society and increase awareness around campus.
- Ensure all ESN logos are used in a way which abides by the ESN visual identity rules

Buddy Coordinator (x3):

Time dedication per week: 1 hour, except during the 2 weeks before the start of each semester (4-5 hours).

Core Responsibilities:

- Running the Buddy Scheme
- Promote interaction between "Home" and Exchange students
- Pair up Buddies in time for the start of each semester
- Organise Buddy events – welcome, mid-term and leaving
- Manage the Buddy Scheme email address

International Project Coordinator (x2)

Time dedication per week 1-2 hours

Core Responsibilities

- You will oversee the implementation of the ESN international projects: Moving Europe, Social Erasmus and Exchangeability. More information about all these projects can be found on the ESN UK website- <http://esnuk.org/>
- In the past our international project coordinators have organised study abroad information sessions to promote student mobility, collaborated with charities and run online public awareness campaigns.

Webmaster:

Time dedication per week: 1 hour

Core Responsibilities:

- Content management, keeping the website (<http://herts.esnuk.org>) up to date and secure
- Assist the committee with IT related matters, e.g. mailing lists and Buddy Scheme matching software
- Web Project Development/ Management/ Coordination – according to the society's needs

If you want any more details about any of the positions, don't hesitate to get in touch! Remember, you will get the chance to improve your personal skills and CV, meet amazing people and travel around the UK and the rest of Europe.

We look forward to hearing from you soon!