 **Staff Career Centre**

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**Project registration for UM Project Platform**

Contact information of project provider:

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| **Name:** | Tom Nobbe |
| **Function:** | Project leader Applicant Journey |
| **Department:** | MUO |
| **Contact person:** | Zoé den Boer |
| **E-mail Address:** | zoe.denboer@maastrichtuniversity.nl |
| **Tel. Number:** | 06-38920898 |

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| **What is the Project title / what are the work activities?**  Editor Applicant Journey |

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| **Where did the concept of the project originate?**  The Applicant Journey project has been ongoing for a year and a half. UM aims to improve and modernise the application process for prospective students, turning it into an asset for the UM while at the same time strengthening the connection applicants feel towards the UM and the city of Maastricht. The go-live date of the Applicant Journey has been set for 1 October 2021. |

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| **Specify the work activities as much as possible:**  We are looking for a second editor to support the Applicant Journey project team. As editor, you will be performing the following tasks (among others):   * Rewriting and editing the (English) ‘berichtenboeken’ (collections of emails) and other written communication that is offered to applicants during their application process; * Writing task descriptions: explanations on what applicants need to do for each of the tasks that need to be completed in the application process for UM study programmes; * Ensuring the tone and style of Applicant Journey communication is consistent throughout all steps of the application process, as well as across the different study programmes and faculties; * Translating the majority of communication written for applicants from English to Dutch; * Consulting and deliberating with faculties (admission officers, M&C) and project members (communications, IT, processes) on how to best set up application processes and accompanying communication. |

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| **Profile candidate:**  We are looking for a candidate who:   * Is looking to **contribute** to the realisation of a new UM-wide Applicant Journey; * Has **experience** as an editor; * Is experienced in writing in **English as well as Dutch;** * Quickly takes in **new information;** * Is able to keep a **general overview** while working on a more detailed level; * Can **take into account** the **needs and perspective** of prospective students as well as admission officers; * Can work from a general **UM perspective** and in the UM-wide interest, as opposed to serving the needs of their own organisational unit; * And above all: is **keen** to participate in the Applicant Journey project and feels they will **enjoy** being involved   Knowledge of and/or experience with the admissions process is a plus, but is not required.  What can you expect in return? If you join the Applicant Journey project, you:   * Will be working in a **diverse and very enthusiastic team**; * Will gain experience in **project-based work**, will have an opportunity to learn about the **different disciplines** (processes, IT, communication) within the project, and will be working in tandem with **faculties and different service centres**; * Will be given the opportunity to **help build** a completely new Applicant Journey for our applicants. |

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| **Is it possible to work on this project from home? (mark with X)** | |
| **..** | No |
| **..** | Only temporarily due to Covid-19 |
| **X** | Yes |

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| **Preferred availability for this project / temporary work per week? (mark with X)** | | |
| Amount of hours per week: | | 16 to 40 hrs (to be discussed) |
| **..** | Spread over working days: |  |
|  | | **..** hrs on Monday |
|  | | **..** hrs on Tuesday |
|  | | **..** hrs on Wednesday |
|  | | **..** hrs on Thursday |
|  | | **..** hrs on Friday |
| **..** | In consultation |  |

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| **Start and end date of the project?**  Start date: as soon as possible  End date: October 2021  End date publication project platform\*: Not applicable, contact person will indicate when publication can be removed.  *\* after this date the project will be removed from the website.* |

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| ***Expected results:***  ***Financing of project / temporary work (mark with X):***   |  |  | | --- | --- | | **..** | Financing from department of project provider | | **X** | Processed internally by the project provider’s and candidate’s department |     **Candidates can only register for this project if they have discussed their legal status with HR, before registration.**  Please send this form to [staffcareercentre@maastrichtuniversity.nl](mailto:staffcareercentre@maastrichtuniversity.nl). |

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| ***To be completed by the SCC:***    Project number: 5  SSC advisor: Marlou Tijssens  Deadline for registration: contact person will indicate when |