 **Staff Career Centre**

**

**Project registration for UM Project Platform**

Contact information of project provider:

|  |  |
| --- | --- |
| **Name:** | Kendra Valck |
| **Function:** | Head of Marketing and Communications at SBE |
| **Department:** | Marketing and communications at SBE |
| **Contact person:** | Kendr Valck |
| **E-mail Address:** | k.valck@maastrichtuniversity.nl |
| **Tel. Number:** | +31 6 408 53030 |

|  |
| --- |
| **What is the Project title / what are the work activities?**  Interim events coordinator |

|  |
| --- |
| **Where did the concept of the project originate?**  We are looking for a temporary event coordinator to reinforce our events team. More specifically, we are looking for support with gradutation and the bachelor open day in Fall 2021. |

|  |
| --- |
| **Specify the work activities as much as possible:**  *Which work activities are expected? Possibly add a link to the department or describe the department so that the candidate can get an idea of the work, the project and its context.*  Your main tasks will include:   * Planning and management of different events (graduation and bachelor open day). This includes tasks such as managing registration, coming up with a programme and creative activities, managing external suppliers, coordinating event personnel, etc. * Co-development of communication plans for the promotion of events (social media campaigns, emailing campaigns). * Management of online event platforms. * Evaluation of events and proposals for improvements |

|  |
| --- |
| **Profile candidate:**  *For example, required kowledge or skills, UFO profile, competences, languages, support staff or academic staff, etc.*   * A minimum education level of HBO in a relevant field, for example in communication or event/ hotel management. * At least two years’ experience in the field of event coordination * Planning and organising skills and experience with online tools (at least two years experience in event related positions). * Ability to handle and manage stress * Intrinsically motivated to innovate and interested in developing online event concepts * Flexibility: several events are during the weekend or in the evenings. * Creativity and an eye for detail. * Commitment to the client. * Fluent in English and Dutch, both in writing and speaking. |

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

|  |  |  |
| --- | --- | --- |
| **Preferred availability for this project / temporary work per week? (mark with X)** | | |
| Amount of hours per week: | | **28-30** hrs |
| **..** | Spread over working days: |  |
|  | | **..** hrs on Monday |
|  | | **..** hrs on Tuesday |
|  | | **..** hrs on Wednesday |
|  | | **..** hrs on Thursday |
|  | | **..** hrs on Friday |
| **..** | In consultation |  |

|  |
| --- |
| **Start and end date of the project?**  *< 6 Months*  Start date: 1 September 2021  End date: 1 December 2021  End date publication project platform\*:  *\* after this date the project will be removed from the website.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Expected results:***  Support with the coordination of the bachelor open day and graduation.  ***Financing of project / temporary work (mark with X):***   |  |  | | --- | --- | | **.X.** | Financing from department of project provider | | **..** | 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). |

|  |
| --- |
| ***To be completed by the SCC:***    Project number: 7  SSC advisor: Marlou Tijssens  Deadline for registration: |