 **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 2021End date: 1 December 2021End 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.  |

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