

Job description

SECRETARY

Within the Student Council, there's a whirlwind of activity. This results in a constant flow of documents, meetings, and occasional purchases or orders. To keep everything organized, we need an administrative jack-of-all-trades. Do you want to showcase your organizational skills? Join us and embark on this adventure together!



KEY SKILLS

Administrative skills



Communication skills



Note-taking proficiency



WHO DO YOU WORK WITH?

- The President and Vice-President of the General Student Council
- The members of the Executive Board
- Odisee staff within the purchasing department and responsible for administrative processes

HOW MUCH TIME WILL THIS REQUIRE?

The role of secretary requires approximately 5 hours per week. Of this, 3 hours are dedicated to the preparation, participation, and reporting of the meetings of the Executive Board. Additionally, you are responsible for taking minutes during the General Assemblies, which occur 5 times per academic year and last for 2 hours each.

WHAT IS EXPECTED OF YOU?

You are the administrative force behind our organization. Whether you're already familiar with Sharepoint/Microsoft Teams or eager to dive into it, you are determined to manage and optimize our digital platforms. Behind the scenes, you ensure smooth archiving and structuring of our documents, arrange meeting invitations, and manage follow-ups effortlessly. With your skills and efficiency, you take on these tasks. Additionally, you play a central role in the procurement and ordering process of our Student Council. You maintain open dialogues with both internal and external parties, ensuring we always have what we need. Your organizational and communication skills are invaluable for the success of our Student Council.

WHAT DO WE OFFER YOU?



Enjoyable meetings and a fun time with the Executive Board



Support in carrying out your role



Reimbursement of expenses related to your assignment



Student Council
Odisee

I WOULD LIKE TO BECOME SECRETARY!

How do I get started?

START CANDIDACY TO BECOME A STUDENT REP

To apply for a position within the Executive Board, you must first apply as a Student Representative within Odisee. You can do this by completing the form you receive by email.

MAKE SURE YOU'RE WELL-INFORMED

A board position within the Student Council is a fantastic opportunity! We highly recommend it! However, we advise you to make sure you're well-informed. You can do this by checking the website, sending an email, or reaching out to a current board member via Teams message. We're here to assist you every step of the way!

START CANDIDACY TO BECOME A BOARD MEMBER

After submitting your candidacy as a Student Rep, you also have the opportunity to put yourself forward for a board position within the Student Council. You can do this by sending your chosen position(s), CV, and motivation letter for the position(s) via email to voorzitter.studentenraad@odisee.be. The exact steps for this are also outlined in the confirmation email you receive after applying as a Student Reps.

END OF EXECUTIVE BOARD CANDIDACY PERIOD

GENERAL ASSEMBLY (GA)

At the GA, the Executive Board will be elected. They will then steer the course for the entire academic year. Prepare yourself thoroughly, you will need to defend your candidacy for all Student Reps!

TIPS FOR A SUCCESSFUL CAMPAIGN!



Write a nice motivational essay to accompany your application.



Take some time to think about what you would like to achieve in this role and how you plan to approach it.



Plan a preparatory meeting. This way you can ensure that the job description aligns with your expectation(s). For this purpose, email: studentenraad@odisee.be



Prepare thoroughly for the GA! You will have to defend your candidacy and answer questions from the Student Reps.