

Project Leader – Jönköping Student Union

The Project leader is the Student Unions committee, event and Kick-Off coordinator. The position also includes guiding and advising students on the best possible means for creating and maintaining student activities and initiatives. This means that the Project leader acts at the main point of contact and link between the committees of JSU and to provide help and support where necessary.

Reports to: Presidium
Operations Manager

Works closely with: Involved students
Akademien Manager
Communication coordinator

Primary areas of responsibilities

- Act as a link between JSU and its committees and assist the committees with operational procedures and services that JSU provides such as car or room bookings and profile clothing.
- Educate and assist the committees with documentation and administration including recruitment and handovers.
- Organize Engagement Meetings with the presidents of the JSU committees and to stimulate collaboration among different groups.
- To coordinate and execute the kick-offs, including the welcome fair, the fadder education, fadder sitting, and providing relevant information.
- To coordinate the recruitment of fadders and the kick-off contracts.
- To recruitment and lead the JSU Project Team.
- To plan and set the Kick-Off Schedules for all schools.
- To lead the kick-off committee.
- To book premises around Jönköping, facilities at Campus and apply for permits.
- To plan and book Teambuilding activities
- To plan and execute events set by the Annual Meeting, board- or student initiatives
- To evaluate all events in the area of responsibility.

Secondary areas of responsibilities

- To coordinate sponsorship in the area of responsibilities in close collaboration with communications coordinator.
- To communicate steering frameworks, laws and local regulations towards involved students and uphold them.
- Coordinate and assist with the marketing communications for committees.
- Assist the committees with the coordination of events
- Assist the committees in their handover period.
- Support employees, study associations and committees in the areas of responsibility.