

Project Leader – Jönköping Student Union

Position Summary

The Project leader is the Student Unions event and Kick-Off coordinator. In short this includes organizing the practical issues, communicate with different student groups as well as with external sponsors and Jönköpings Municipality. (see more details below)

The position also includes guiding and advising students on the best possible means for creating and maintaining student activities and initiatives. The goal is to make it simple and beneficial to engage with Jönköping Student Union. It is important to recognize and value that most of the ideas for student involvement will come from the students themselves.

Reports to: Presidium

Works closely with:

- The sexmasteries
- Högskoleservice (HS – JU department)
- External partners/stakeholders
- Jönköpings Municipality (Kommun)
- Akademien Manager
- Service Operations Manager

Primary Responsibilities

I. Kick-Off

I.1 Kick Off weeks (Spring and Fall)

- Plan and hold the fadder education
- Plan the fadder sitting information and kick-offs
- Plan and set the Kick-Off Schedules with the sexmasteries
- Book premises around Jönköping, facilities at Campus
- Apply for permissions from Jönköping Municipality
- Be available for sexmasteries during the summer.
- Be available and present 2 weeks prior to the Kick-off starts
- Responsibility for security and quality
- Responsible for evaluating each kick-off
- Delegate tasks to the project team

- Be part of the Introduction group with representatives from each faculty with JU.

1.2 Kick-Off festival

- Plan and hold the festival together with JSU

2. Other Events

The majority of the Project Leaders time will throughout a year go to the kick-off, however it is time left to do some few other events. It is important for the position to assist other events created by JSU when they are needed and can be supported. For most Student Union has decided to be the main organiser for the Valborg event in Jönköping which takes place in end of April. Time wise for the rest of the year it is usually an opportunity to arrange something in December as well, but here we do not have a permanent event as of now.

There might be the opportunity to arrange something completely of you own as well. This depends a little bit on what pop-s up during the year and how much development time is put into the Kick-Off, Valborg and the December event. Regardless of even, the tasks are fairly the same and can include the following:

- Plan
- Contact sponsors
- Book the relevant facilities
- Order the relevant products
- Apply for the right permission's when needed
- Delegate task to the project team
- Be helpful and proactive in contacting external partners for support and resources for JSU's major events

3. General

- Responsible for leading and delegating assignments to the project team and the recruitment of the same team.
- Know the guidelines of the event being held
- Support existing student engagement with advice if they are needed for ideas and events that similar to ones that are under the Project Leader's makings.
- Know the working routines in out of JSU's service venues.
- Follow the decision taken by the Annual Meeting.

- Committed to at least 40 hours a week Student Union duty and be prepared for more intensive periods (where you later can take time off to compensate that are approved by the Presidium).
- Document completed projects, handover and other related documents of the position so that ideas are not lost and can be served as inspiration for future students and Project Leader.

Requirements of skills and experience

- Leadership skills in the forms of coordinating and delegating
- Adaptability and flexibility
- Sociable
- Deadline and time management
- Good ability of project & budget management
- Communication skills
- At least 1- 2 years involvement in the student community
- Fluency in Swedish & English (written and spoken)

This job description shall be revised annually by the presidium together with the project leader.

Revised:

20191004

2021-11-08(by president)

2022-10-12 (by president)