

Project Leader – Jönköping Student Union

The Project leader is the Student Unions sub-organization, 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 as the main point of contact and link between the sub-organizations under JSU and the organization 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 sub-organizations, assisting the sub-organizations with operational procedures and services that JSU provides such as profile clothing and car- and room bookings.
- Educate and assist the JSU sub-organizations with documentation and administration including recruitment and handovers.
- Organize engagement meetings with the presidents of the JSU sub-organizations to stimulate collaboration among the different groups.
- To coordinate and execute the Kick Offs, including the welcome fair, fadder education, fadder sitting, and providing relevant information.
- To coordinate the recruitment and education of fadders.
- Create and distribute Kick Off contracts.
- The recruitment and leading of the JSU Project Team and Kick Off group(s).
- 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 JSU annual meeting, board- or student initiatives
- To evaluate all events in the Project leader's area of responsibility.

Secondary areas of responsibilities

- To coordinate sponsorships in the Project leader's area of responsibilities, working 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 sub-organizations in the Project leader's areas of responsibility.