JÖNKÖPING
STUDENT UNION

Project Leader – Jönköping Student Union

The Project Leader is Jönköping Student Union's event and Kick Off coordinator. The position is responsible for planning, coordinating and supporting events, projects, and student engagement within the Project Leader's areas of responsibility. The Project Leader works closely with involved students and relevant staff to ensure that activities are well planned and carried out in accordance with JSU's frameworks and objectives.

Reports to: Presidium
Operations Manager

Works closely with: Involved students
Akademien Manager
Communication coordinator
Relevant staff

Primary areas of responsibilities

- 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 introduction week, fadder education, fadder sittning, and providing relevant information.
- To coordinate Valborg, Kvalborg, and Colour Run.
- 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 team(s).
- 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.
- 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
- Support employees, study associations and sub-organizations in the Project leader's areas of responsibility.