



call for Executive Secretary

joining the ISOT team in Timisoara.

The international students organization of Timisoara - ISOT is an NGO dedicated to represent the international students in the university of medicine and pharmacy in Timisoara that are around 1400 international students from all over the world.

ISOT is looking for a team player to fill in the position of the executive secretary of ISOT in Timisoara. the position is responsible for maintaining the overall efficiency of the organization, ensuring that ISOT activities are carried out with harmony of the Romanian laws and work on the development of ISOT.

DESCRIPTION:

The executive secretary is member in the board (the highest leading structure in ISOT). You will be the one to organize and maintain the executive's schedule and assist them by performing a variety of administrative tasks. Executive secretaries must be quick professionals with great time-management and multitasking abilities. It is with their diligence and competence in their work that executives can focus on their managerial responsibilities without worrying for other tasks. The goal is to contribute to the efficiency of the overall organization by ensuring all assigned administrative duties are carried on timely and efficiently.

RESPONSIBILITIES:

- Takes decisions on behalf of the President which concerns the legal problems of the Association, when delegated by the President.
- Makes sure that ISOT activities take place according to rules of Victor Babes University of Medicine and Pharmacy, the laws of Romania and the legal terms established by the European Union.
- Facilitates the procedures regarding laws and rules: will meet ISOT lawyer when necessary.
- will facilitate the communication between ISOT board and the students, between ISOT members and any third party.
- will have to write the resume of any board or officials meeting and publish it to ISOT members through google drive.
- will be responsible to save all ISOT legal documents.
- has the responsibility to organize the General Assembly with the President, and during then is the only one responsible on vetting of students who wish to take part in elections for ISOT board positions or treasurer
- has the responsibility to review the constitution and suggest new amendments when needed



International Students' Org.

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- Responsible for development of the organization, including but not limited to training of members as and when required.
- Ensures that ISOT respect diversity and other ISOT positions are filled in with respect to diversity and multiculturalism.

REQUIREMENTS

1. Good knowledge of documenting and archiving, as well as in writing and editing.
2. Ability to prioritise, respect deadlines and work with others in a dynamic and multicultural environment;
3. Good communication skills – written and verbal;
4. Ability to work individually and in a team.
5. knowing ISOT constitution.
6. must be ISOT member
7. Must have sufficient Romanian language ability to the satisfaction of the standing board
8. ready to know the university of medicine and pharmacy in timisoara laws and internal rules.
9. diplomatic and negotiations skills.

ISOT values those who take initiative and strive for constant self development.

We would be very interested to welcome in our team a person with such attributes, interested in the international students matters in Timisoara and the UMFT higher education issues and with a positive, but responsible, attitude towards her/his work responsibilities and colleagues.

terms of volunteering;

the post its volunteering and ISOT will give no financial embursment.

estimated number of working hours per week 10 hours.

the volunteer will receive certificate stating his total working hours and services offered to

Starting date: 6th, May 2018

For more details, please contact Katarina Mara, ISOT executive secretary at:

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*The National Alliance of Student
Organizations in Romania*