



## Call for Academic Vice-president

**Join 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 Academic vice-president of ISOT in Timisoara. The position is responsible for leading the Academic Department, coordinating the activity of its members and initiate academic events.

### **DESCRIPTION:**

Academic vice-president is member in the board (the highest leading structure in ISOT). It's the leader of the Academic department of ISOT that is responsible on monitoring the overall quality of education in all UMFT's faculties. The Academic vice president will lead the academic council which is composed of the faculty's managers and the years' representatives. The Academic vice president will organize the elections for the years' representatives, as well as managing academic events for the international students.

### **RESPONSIBILITIES:**

Establish the Academic council formed by the years' representatives and the faculties' managers and have regular biweekly meetings with its members to have continues updates about the academic process in UMFT.

Organize the elections of the years representatives for all faculties and years by October the 14<sup>th</sup>, 2017

Choose the dentistry manager, medicine manager from the year's representatives.

Fulfill the strategy and tasks established by the board and approved in the general assembly.



Manage all the academic projects established by the board and approved in the general assembly.

Will have to organize routinely feedbacks about the students experience and the academic quality in UMFT.

Provide general and particular representation and support to the students whenever there is an academic problem.

## REQUIREMENTS

1. Good communication skills – written and verbal;
2. Ability to work individually and in a team.
3. Leadership skills: allowing others to achieve their goals.
4. Diplomatic and negotiations skills: able to talk with professor and the faculty.
5. Ability to prioritize, respect deadlines and work with others in a dynamic and multicultural environment;
6. Ready to know the University of Medicine and Pharmacy in Timisoara academic laws and internal rules.
7. Students in the university of medicine and pharmacy in Timisoara.

*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 is volunteering and ISOT will give no financial imbursement.

The estimated number of working hours: 10 hours/week.

The volunteer is expected to fill in the academic vice-president position until: May/2019.

The volunteer will receive certificate stating his total working hours and services offered.

### Starting date:

6th, May 2018

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

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