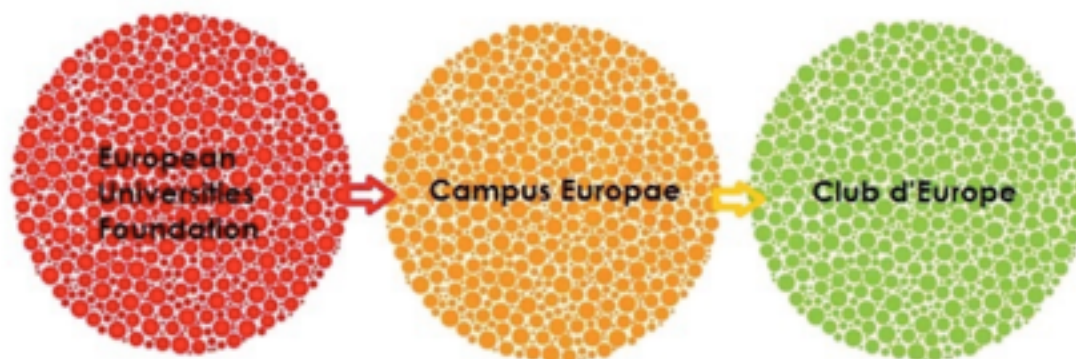


## Open calls for Club d'Europe

### Recognition Working Group Coordinator

#### Looking for a European volunteering experience?

Club d'Europe is the student network of Campus Europae which gathers over 20 universities in Europe, Russia and Serbia. Campus Europae has its own mobility program. Campus Europae is a part of European University Foundation.



Club d'Europe is aimed at providing support to Campus Europae movers, at offering new opportunities for its members to contribute to Campus Europae and gain project-oriented experience, pursue their aspirations and at promoting Campus Europae as a quality student mobility program. Club d'Europe is an exquisite opportunity to gain experience in an international environment and gain knowledge and soft skills.

#### What is the main goal of the job?

Recognition Working Group focuses on issues of recognition of studies in the context of Campus Europae mobility and beyond as well as aspects of quality of Higher Education and overall exchange experience. RWG has so far worked on following aspects:

- Interviews with the movers to get an in-depth and reflective feedback aiming at win-win situation – quality feedback gained for CE to solve the problems as well as learn from the success stories and initiating reflective mobility ensuring the quality of the experience gained and fostering sharing of experiences at University level;
- Analysis of the feedback gained to actually addressing the issues in cooperation with the office and the ombudswoman as well as at Subject Committee meetings;
- Elaborating position papers on Matrices, Double Degrees and Joint Degrees, Summer Schools and other possibly important aspects to communicate clearly the CdE's stance and improve the exchange as well as Higher Education experience;
- Taking part in creating preparation event info package – LA guide + FAQs to support the movers throughout the entire CE year;

- Mapping the limitations set by the universities to map the cases when students are not offered all the options to go abroad that they are entitled to or universities setting entry requirements that do not go hand in hand with CE policy. Up to now it has showed itself as well-established working group within CdE achieving good results. Group convenes 2 times a year as well as for regular Skype sessions and actively collaborates to achieve the aims.

### **Who are we looking for?**

#### **We are looking for a candidate:**

- with an interest in office work and work with a documents;
- with a wish to help international students;
- with very good level of English;
- self-motivated;
- willing to develop skills;
- responsible;
- with interpersonal skills;
- strongly motivated to work;
- ability to work alone and as a part of the group;
- with leadership skills.

#### **Responsibilities:**

- leading and coordinating activities of the Recognition Working Group;
- interview students in order to collect their feedback about exchange year and their problems;
- represent student voice during Subject Committee meetings;
- creating documents which can be useful for the exchange students;
- supporting and cooperating with the Presidency of Club d'Europae;
- reporting on Recognition Working Group activities.

**Who can apply?** This open call is sent to the Student Council, current CE movers, former CE movers and all the students from member Universities.

**Deadline**

02nd of January 2015.

**Application**

If you are interested in this position, please fill in the application form - <https://docs.google.com/forms/d/1YNSlpWCtEPRwGZ9jfWQwBAmkfc4GCVdKiFKSHEJ9fPQ/edit> - and send your CV and motivation letter to Club d'Europe Presidency (one A4 page; Times New Roman; font size 12; 1,5 lines spacing) which answers the following questions:

- Why would you like to be Recognition Working Group Coordinator?
- What is your personal benefit of being a Recognition Working Group Coordinator?
- How much time, on monthly basis, you are able to devote to this work?

**Presidency****Daria Semenova**

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