



## APPLICATION INFORMATION FOR PROJECTS TEAMS FOR INSIGHT CHINA, FOCUS INDIA, connectUS and exploreASEAN 2017/18

**Deadline: Monday 19 May 2017 at 09.00 CET**

### 1. General Job Description

This job requires creative, entrepreneurial and communicative ability and excellent project management. It involves the professional planning, organizing, managing and documenting of an introductory workshop, an onsite seminar and - a crucial task - raising and managing the necessary funds for the trip. The client is the School of Business FHNW, represented by the Head of the International Student Projects.

The relevant modules and ECTS credits are as follows:

- For IM & BOEK Students: Module 'Project Work' (8ECTS total): Project Management (1ECTS) + Live Project (IC/FI/connectUS/"exploreASEAN": 7 ECTS)  
For IBM students, the 9 ECTS represent the Licence Thesis
  - Module 'Context Sem 5' (4ECTS total): Preparatory Seminar (1ECTS) + Onsite seminar (3ECTS)
- =12 ECTS total**

### Seminar dates 2018 (provisional):

- Preparatory Seminar: week 7 – 12-16 February 2018 (to be confirmed)
- Onsite Seminar: Thurs 22 March – Sunday 9 April (to be confirmed)

### 2. Description of Tasks

- Add to and modify, where necessary, the project concept developed by previous project teams. Redefine, if necessary, the overall theme and goals, set up special task groups, and adjust the course descriptions.
- Manage the project successfully and continue operation of the 'Study Abroad' association (dt. Verein) founded in 2007, particularly regarding financial matters.
- Develop a time-line (milestones) listing all the tasks to be taken care of during the entire phase of the project, and make sure that the milestones are strictly adhered to.
- Find sponsors: secure financial funding (on-site seminar, possible preparatory trip by project team) through the renewal of existing sponsorship and the acquisition of new sponsors in Switzerland and abroad, acquire sponsors who support the on-site programme.

- Organize the introductory workshop (= preparatory seminar) in consultation with the head of project and Head International Student Projects: set up the programme, find expert speakers, coordinate workshops and lectures, start and maintain the list of participants, inform all the participants including those registered - especially the visiting students -, take care of documentation, manage workshop budget, liaise with IM secretariat.
- Organize the on-site seminar programme: define trip locations as well as its route, arrange for visits, lectures and presentations of companies and institutions, arrange social activities.
- Make all the necessary travel arrangements: flights, hotels, local transportation, etc.
- Start and guide communication activities: contact potential sponsors/liaise with existing sponsors, plan and publish seminar goals and milestones in local media (in consultation with the Corporate Communications team of the School of Business), maintain and update the website of the project, recruit and lead communication team.
- Manage the finances: develop/adapt suitable instruments for managing budget, expenses, controlling and billing.
- Ensure good communication flow amongst all the parties involved in the project: prepare/adapt and distribute information brochures to sponsors in Switzerland and abroad, and (potential) participants, organize meetings with the client liaise with news media.
- Organize sessions to inform potential and later selected participants from the respective degree programmes of the FHNW Schools involved.
- Coordinate activities (esp. Sponsoring and PR) with the project teams of affiliated projects.
- Organize and conduct meetings periodically (steering committee, sponsors in Switzerland, partners abroad), prepare and communicate the respective agendas, keep minutes of the meetings.
- Organize networking events including 'Apéros' at the end of the preparatory seminar and the final presentations after the on-site seminar.
- Organize and moderate the 'Final Event': create the schedule, inform the participants in time, invite sponsors and other interested parties.
- Maintain project manual; to be handed in as 'Project Paper' for 'Project Work' module.
- Miscellaneous project-related responsibilities, for example: organize gifts for companies to be visited, write thank-you letters to the sponsors and supporters; reserve rooms and infrastructure for the preparatory seminar and final presentations.

### **3. Required Skills**

- Strong interest in China, India, the US or SE Asia and in the topic (regarding both business and cultural aspects)
- Organisational skills
- Leadership as well as team player skills
- Self-motivation and ambition
- Trouble-shooting capability and strong nerves
- Confidentiality
- Creativity
- Open attitude towards other cultures and countries
- Proven intercultural experience
- Professional English language skills
- Willingness to invest more time than is required for a 'normal' project

#### 4. Benefits to Project Teams

- Good opportunity for shaping and running a highly attractive, prestigious and challenging student project
- Multi-faceted project work, ranging from organising an academic symposium to planning a challenging study-trip to a foreign country, and from recruiting sponsoring money to dealing with the media.
- Rare chance to create and shape opportunities that bring invaluable experience to you and your fellow students
- Unique opportunity to work with professionals dealing with a major global player of today's business world
- Valuable contacts of considerable benefit for your future (Bachelor Thesis, Employment)
- Substantial real-life experience in cross-cultural project management
- Letter of Recommendation

#### 5. How to Apply

If you are full-time HSW student entering your final year in September 2017, feel you can carry the projects forward and want to apply for these highly rewarding and challenging positions, read on.

The key elements of the job description, tasks of the project team, expected qualifications of the members of the project team, and the application procedure are listed in the attached document.

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Interviews are scheduled to take place on 23 and 24 May

Please apply by sending an email with the title "Application Insight China Project Team", "Application Focus India Project Team", "Application connectUS Project Team" or "Application exploreASEAN Project Team" to [pavel.somogyi@fhnw.ch](mailto:pavel.somogyi@fhnw.ch). The email should include the following attachments: a motivation letter, a full CV and two references: one referee from within the FHNW ( name, email and telephone number only) and one from written reference from a referee outside the HSW .

If you have any questions regarding the projects, please contact the relevant supervisor directly.

Insight China	Yufan Jiang	<a href="mailto:yufan.jiang@fhnw.ch">yufan.jiang@fhnw.ch</a>
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exploreASEAN	Teresa Freiburghaus	<a href="mailto:teresa.freiburghaus@fhnw.ch">teresa.freiburghaus@fhnw.ch</a>

You will be informed of the next steps once the deadline is over.

We look forward to receiving your applications.

Michael Jeive  
Head International Student Projects  
**Insight China, Focus India, connectUS & exploreASEAN**