

IAESTE Portfolios Overview

Head of IT and Data Analytics

- Technical Responsibilities: Manage and maintain all technical assets of LC MUJ, including the website, blog, offer portal, and contentions portal.
- Development: Plan, strategize, and write scalable software solutions to address specific challenges faced by the committee.
- Support: Provide IT support and tools to the team as required, ensuring smooth technical operations.
- Collaboration: Work closely with the Head of PR to update and develop new content and strategies, ensuring the organization's online presence is effective and up-to-date.

Head of Incoming Exchange

- Communication: Handle all official communication with the National Committee regarding incoming students.
- Nomination Processing: Process nominations from domestic offers and ensure timely processing.
- Acceptance Management: Maintain a good acceptance ratio and forward acceptance documents to the National Committee after confirmation.
- Intern Hosting: Coordinate with incoming interns, hosting them at MUJ, and ensure a positive experience.
- Event Coordination: Organize Summer Reception Activities and flagship events of LC MUJ related to incoming exchange.

Head of Consular Member Affairs

- Visa Guidance: Ensure members are well-informed about the documents and procedures required to obtain valid visas.
- Issue Resolution: Resolve visa issues by coordinating with the National Committee and consulates.
- Tracking: Keep track of accepted candidates coming to or going from India for internships, assisting them with any visa-related queries.
- Filing Responsibilities: Coordinate with the Faculty Advisor for filing the C-Form of incoming interns and handle foreigner registration when needed.
- FRRO Registration: Be solely responsible for the FRRO Registration of all incoming interns upon arrival.