

NES Recruitment Drive 2012

Global Projects

Job Descriptions & Openings

APPLICATION DEADLINE: 24TH AUGUST 2012

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Job Title: GP BizAsia Events Executive

Department: GP BizAsia Events

No. Of Positions: 3 - 4

Key Responsibilities and Accountabilities:

- Proposing and planning for the program itinerary for iConnect
- Managing event logistics (Food, accommodation, recreation etc.)
- Ensuring welfare of delegates
- Establishing and maintaining relations with internal and external parties

Relationships and Roles:

- Reports to the Events Directors
- Communicates with external or internal speakers/conductors and vendors
- Works with other Events Executives

Job Specifications:

- Able to communicate well with all levels of people
- Good writing skills
- Meticulous, detailed, well-organized
- Team players
- Committed to the organisation

Job Title: GP BizAsia Finance Executive

Department: GP BizAsia Finance

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Sourcing for and securing sponsorship for iConnect
- Establishing and maintaining relationships with potential and secured sponsors

Relationships and Roles:

- Reports to the Finance Director
- Communicates with potential and secured sponsors
- Works with other Finance Executives

Job Specifications:

- Able to communicate well with all levels of people
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization

Job Title: GP BizAsia Marcomm Executive

Department: GP BizAsia Marcomm

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Publicising iConnect to local and overseas students
- Coordinating outgoing trips with NUS students and students from overseas partner universities
- Evaluating delegates' feedback for both outgoing trips and iConnect
- Establishing and maintaining relations with media contacts

Relationships and Roles:

- Reports to the Marcomm Director
- Communicates with both local and overseas students, delegates and media contacts
- Works with other Marcomm Executives

Job Specifications:

- Able to communicate well with all levels of people
- Meticulous, detailed, well-organized
- Team players
- Committed to the organization

Job Title: GP ISAGE Events Director

Department: GP ISAGE Events

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Responsible for organizing and planning programs for ISAGE Trellis — ISAGE’S international entrepreneurial conference, and other smaller scale events
- Developing and maintaining good relationships with external organizations, CEOs and entrepreneurs, and inviting them to be part of ISAGE’s various events
- Work closely with the Marketing and Sponsorship departments to oversee the publicity and budgets of events

Relationships and Roles:

- Reports to the Managing Director
- Communicates with external organizations and parties
- Works with Events Executives

Job Specifications:

- Innovative, energetic, outgoing and well-organized
- Effective leadership and good team work
- Responsive to changes and a good problem solver
- Excellent communication skills, both verbal and written
- Responsible and committed to the team

Job Title: GP ISAGE Events Executive

Department: GP ISAGE Events

No. Of Positions Available: 5

Key Responsibilities and Accountabilities:

- Planning conference programs
- Sourcing for and liaising with external vendors for events
- Managing event logistics such as acquiring supporting technology, arranging for transportation and coordinating the development of materials to execute quality events

Relationships and Roles:

- Reports to the Events Director
- Communicates with external or internal organizations
- Works with other Events Executives

Job Specifications:

- Innovative, energetic, outgoing and well-organized
- Effective leadership and good team work
- Responsive to changes and a good problem solver
- Excellent communication skills, both verbal and written
- Responsible and committed to the team

Job Title: GP ISAGE Creative Director

Department: GP ISAGE Marketing

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Maintaining and updating ISAGE website, facebook group and other marketing platforms
- Designing posters, flyers and other marketing materials whenever necessary

Relationships and Roles:

- Reports to the ISAGE Managing Director
- Liaises with the Marketing Director
- Works with Marketing Executives

Job Specifications:

- Good communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Innovative, with a talent for design
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Marketing Director

Department: GP ISAGE Marketing

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Communicating with external organizations, companies, media and sponsors
- Maintaining good public relations
- Developing and maintaining good relationships with partner universities
- Developing and implementing of the marketing plan
- Developing a marketing database (including partner universities contacts, past participants' contacts)

Relationships and Roles:

- Reports to the ISAGE Managing Director
- Communicates with external organizations
- Works with Marketing Executives
- Liaises with other Directors

Job Specifications:

- Excellent communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Marketing Executive

Department: GP ISAGE Marketing

No. Of Positions Available: 3

Key Responsibilities and Accountabilities:

- Facilitating communication with external organizations, companies, media and sponsors
- Maintaining good public relations
- Developing and maintaining good relationships with partner universities
- Facilitating in the implementation of the marketing plan (including editing marketing materials according to specific audience)
- Administering marketing database (including partner universities contacts, past participants' contacts)

Relationships and Roles:

- Reports to the Marketing Director
- Communicates with external or internal organizations
- Works with other Marketing Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Entrepreneurial, self-motivated and resourceful
- Excellent teamwork skills
- Strong interpersonal skills

Job Title: GP ISAGE Sponsorship Director

Department: GP ISAGE Sponsorship

No. Of Positions Available: 1

Key Responsibilities and Accountabilities:

- Researching, identifying and cultivating sponsorship opportunities for ISAGE's events through proposal preparation and networking efforts with external parties
- Designing and implementing the sponsorship plan
- Developing events budgets
- Developing the sponsorship database
- Building and developing a competent and efficient sponsorship team

Relationships and Roles:

- Reports to the Managing Director
- Communicates with external organizations
- Works with Sponsorship Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Resilient, organized, resourceful and self-motivated
- Excellent teamwork skills

Job Title: GP ISAGE Sponsorship Executive

Department: GP ISAGE Sponsorship

No. Of Positions Available: 3

Key Responsibilities and Accountabilities:

- Researching, identifying and cultivating sponsorship opportunities for ISAGE's events through proposal preparation and networking efforts with external parties
- Facilitating the implementation of the sponsorship plan
- Assisting in the development of events budgets
- Administering the sponsorship database

Relationships and Roles:

- Reports to the Sponsorship Director
- Communicates with external organizations
- Works with other Sponsorship Executives

Job Specifications:

- Excellent communication skills, both verbal and written
- Resilient, organized, resourceful and self-motivated
- Excellent teamwork skills

Job Title: GP ASEANpreneurs Marketing Executive

Department: GP ASEANpreneurs Marketing

No. Of Positions: 4

Key Responsibilities and Accountabilities:

- Managing and updating the ASEANpreneurs blog regularly
- Maintaining ASEANpreneurs' social media profiles
- Developing effective video marketing
- Designing marketing materials

Relationships and Roles:

- Engage the international ambassadors team.

What we are looking for:

- Copywriting experience/competent at writing preferable
- Experience with social media campaigns/love social media preferable
- Design and video editing skills preferable
- Dedication to the work
- Flexible mindset

Job Title: GP ASEANpreneurs Sponsorship Director

Department: GP ASEANpreneurs Sponsorship

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Designing and implementing sponsorship strategies
- Maintaining database of potential sponsors,
- Liaising with events to iron out budget.

Relationships and Roles:

- Overlook sponsorship team and cultivate teamwork
- Maintain cordial relations with sponsors

What we are looking for:

- Top notch communication skills
- Resilience
- Persistence

Job Title: GP ASEANpreneurs Sponsorship Executive

Department: GP ASEANpreneurs Sponsorship

No. Of Positions: 5

Key Responsibilities and Accountabilities:

- Preparing proposals and cover letters to be sent to potential sponsors
- Attending corporate meetings
- Establishing and maintaining good relations with sponsors
- Ideating for sponsorship strategies

Relationships and Roles:

- Communicates with sponsors and potential sponsors
- Works with other Sponsorship Executives

What we are looking for:

- Good writing skills
- Good communication skills
- Persistence
- Dedication to the work
- Flexible mindset

Job Title: GP ASEANpreneurs IT Director

Department: GP ASEANpreneurs IT

No. Of Positions: 1

Key Responsibilities and Accountabilities:

- Creating and maintaining an IT database
- Developing and updating websites and social networking administrative platforms.

Relationships and Roles:

- Overseeing the IT department.
- Constantly interacting with other departments and provide them necessary IT support.
- Works with IT Executives.

What we are looking for:

- Well-versed with the WordPress environment
- Sufficient experience in HTML, CSS and PHP.
- Familiar with social networking administrative platforms including Google Plus page and YouTube channel.
- Dedication to the work.
- Flexible mind-set.

Job Title: GP ASEANpreneurs IT Executive

Department: GP ASEANpreneurs IT

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Creating and maintaining an IT database
- Developing and updating websites and social networking administrative platforms.
- Creating and frequently updating blogs.
- Information management.

Relationships and Roles:

- Works with other IT Executives

What we are looking for:

- Well-versed with the WordPress environment
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- Knowledge of HTML, PHP and JavaScript(optional) is valuable.
- Familiar with social networking administrative platforms including Google Plus page and YouTube channel.
- Data management skills.
- Dedication to the work
- Flexible mind-set

Job Title: GP ASEANpreneurs International Relations Executive

Department: GP ASEANpreneurs International Relations Department (IR)

No. Of Positions: 5

The IR department is the international outreach arm of ASEANpreneurs. This integral department is the backbone of AP which interacts with youth in all the 10 ASEAN nations.

Key Responsibilities and Accountabilities:

- Interacting and leading a team of 50 ambassadors spread across the 10 ASEAN nations.
- Kick-start an ASEAN wide internship programme with leading startups across the region.
- Set up ASEANpreneurs country chapters in Indonesia and the Philippines.
- Coordinate local entrepreneurial events in partner countries.
- Work with an internally diverse group of students within Singapore.

What we are looking for:

All we want from you is commitment and a passion for what you do. Having good marketing and communication skills is a big plus.

Job Title: GP ASEANpreneurs Creative Department Executives

Department: GP ASEANpreneurs Creative Department

No. Of Positions: 2

Key Responsibilities and Accountabilities:

- Designing posters, banners, booklets, T-Shirts and anything which needs to look good.
- Videos for marketing and outreach.
- Brainstorming about ideas for aspect of events or marketing.
- . Liaising with ASEANpreneurs ambassadors and Country Heads of various ASEAN countries over design and brand aspect.
- Work towards becoming the super cool 2nd ever creative director.

What we are looking for:

- Technical knowledge of at least Photoshop or Illustrator
- Working knowledge of any sort of video making software ranging from basic Windows Movie maker and iMovie to Adobe After Effects and Final Cut Pro.
- Understand design culture and have preliminary grasp of colour, marketing, event management and team engagement.
- If you think you have none of the above but have the right amount of imagination, spunk and love to think out of the box. But tell us what you good with!

Job Title: GP ASEANpreneurs Events Executives

Department: GP ASEANpreneurs Events Department

No. Of Positions: 8

The executives will be divided in the following manner:

- Executives to help in setting up of country chapters.
- Executive to focus on the ASEANpreneurs Internship Program.
- Executives to focus entirely on AIC.
- Executives to focus entirely on AYLE.

Key Responsibilities and Accountabilities:

1. Executives to focus on contacting and maintaining a good relationship with the university/ society board to ensure smooth conduct of starting up of country chapter.
 - a. Contact university/society board and take care of the official requirements.
 - b. Liaise with AP advisor/mentor and create link with professors in international organization who can help maintain smooth set up of country chapter.
 - c. Liaise with international country's entrepreneurs' society and other society to create a good understanding and collaboration.
 - d. Contact various international societies which has successfully set up country chapters.
2. Executives to focus on building up a strong relationship with the country chapter team and the country head
 - a. Help to connect with potential entrepreneurs/speakers.
 - b. Help country chapters organize local events.
 - c. Guide them in building a good collaborative environment within the team.
 - d. Groom the team and make them ready to host future AYLE events.
3. Executives to help set up the ASEANpreneurs Internship Program.
 - a. Contact local/international companies about the internship program.
 - b. Create application and liaise with marketing team to publicize the internship program.
 - c. Review of application – other team members will also help in this.
 - d. Create a case-study competition where winners will have direct entry to round 2 of AIP.
4. Executives who will specially focus on planning and execution of AYLE 2013.
 - a. Collaborate with AAs and CHs to contact with local entrepreneurs and potential speakers
 - b. Collaborate with sponsorship team to raise fund for the event.
 - c. Help directors to maintain a good relation with the hosting team. Share the experience in hosting a big event like AYLE.
 - d. Help in contacting various companies to arrange company visits.
 - e. Help in arranging social visits.
 - f. Also help directors creating the week schedule.
 - g. Help in logistics during AYLE 2013 – more people will be included
5. Executives who will specially focus on planning and execution of AIC 2013.
 - a. Create and review application.

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- in
 - b. Send top universities formal invitation to send their students to participate AIC.
 - c. Try to contact bigger organization and take their help/support/advice.
 - d. Collaborate with sponsorship team to raise fund for the event.
 - e. Contact entrepreneurs for the mentorship event.
 - f. Collaborate with the marketing team to publicize AIC 2013 to increase the number of entries.
 - g. Motivate participants to give it their best shot in AIC.
 - h. Maintain a good relationship with past winners and create online conferences/ mentorship
 - i. Help directors develop a sustainable large scale AIC scheme such that winning team can be motivated and supported so that they go on to implement their idea in the real world.