



Job description

VICE-PRESIDENT

The Student Council is led by a president and vice-president. Together, they ensure smooth day-to-day operations. They closely monitor everything and are always aware of what is happening within the Student Council and within our university. As vice-president, you also share the ultimate responsibility for student participation throughout Odisee! Interested? Keep reading!

KEY SKILLS

Leadership skills



Communication skills



Professional skills



WHO DO YOU WORK WITH?

- The president and participation coach of the General Student Council
- The members of the Executive Board
- The management committee of Odisee, the executives, the Governing Body, and other Odisee employees

HOW MUCH TIME WILL THIS REQUIRE?

The role of vice-president requires approximately 12 hours per week. Of this, 4 hours are dedicated to participating in and following up on the meetings of the Executive Board, which you chair in the absence of the president. Additionally, you ensure good communication throughout the week and remain accessible. As vice-president, you also participate in many meetings within our university.

WHAT IS EXPECTED OF YOU?

You stand alongside the president of the Student Council, serving as their right-hand and left-hand person. You take responsibility, delegate tasks, and communicate efficiently with other board members. You manage and respond to emails, attend meetings, and meticulously follow up on all tasks within the Student Council. When necessary, you chair meetings of the Student Council and ensure smooth proceedings. You handle confidential information with care. While you are comfortable in the spotlight, you don't mind working behind the scenes to get things done. As vice-president, you are also a Student Director within Odisee. This means that you, along with your president, sit on the governing body of the organization. The governing body discusses all measures aimed at realizing the mission of the university and ensures its continuity.

WHAT DO WE OFFER YOU?



The opportunity for personal and professional growth. This role looks GREAT on your CV!



Support in carrying out your role



Reimbursement of expenses related to your assignment



I WOULD LIKE TO BECOME VICE-PRESIDENT!

How do I get started?

START CANDIDACY TO BECOME A STUDENT REP

To apply for a position within the Executive Board, you must first apply as a Student Representative within Odisee. You can do this by completing the form you receive by email.

MAKE SURE YOU'RE WELL-INFORMED

A board position within the Student Council is a fantastic opportunity! We highly recommend it! However, we advise you to make sure you're well-informed. You can do this by checking the website, sending an email, or reaching out to a current board member via Teams message. We're here to assist you every step of the way!

START CANDIDACY TO BECOME A BOARD MEMBER

After submitting your candidacy as a Student Rep, you also have the opportunity to put yourself forward for a board position within the Student Council. You can do this by sending your chosen position(s), CV, and motivation letter for the position(s) via email to voorzitter.studentenraad@odisee.be. The exact steps for this are also outlined in the confirmation email you receive after applying as a Student Reps.

END OF EXECUTIVE BOARD CANDIDACY PERIOD

GENERAL ASSEMBLY (GA)

At the GA, the Executive Board will be elected. They will then steer the course for the entire academic year. Prepare yourself thoroughly, you will need to defend your candidacy for all Student Reps!

TIPS FOR A SUCCESSFUL CAMPAIGN!



Write a nice motivational essay to accompany your application.



Take some time to think about what you would like to achieve in this role and how you plan to approach it.



Plan a preparatory meeting. This way you can ensure that the job description aligns with your expectation(s). For this purpose, email: studentenraad@odisee.be



Prepare thoroughly for the GA! You will have to defend your candidacy and answer questions from the Student Reps.