

Exchange Participant Manager

Short description

Start Date: [dd.mm.yyyy]

Planned End Date: [dd.mm.yyyy]

Time commitment: XX hours/weeks

Taking Responsibility Stage

- Supporting your EP in entering their profiles on myaiesec.net
- Promoting TN opportunities to the EP
- Promoting the EP to available TNs that fit in the profile
- Supporting the EP in the acceptance procedures
- Supporting the EP in preparation after matching so as to ensure quick realization
- Keep contact with EPs to support them in the X process
- Contact other local committees
- Promote X opportunities to your EP

Relevance of the job role

- Contribution to X growth and the quality of the X experience

Milestones

Dates, when certain results have to be reached

Date	Measure of Success	Milestone
	EP form uploaded	
	EP knows how to use X database	
	TN acceptance not signed	
	preparation	
	Re-integration	

Organisational Context

To which subsystems is my job related; to who am I accountable; for which parts of my job?

Interconnected with	Accountable to	Responsible for
Talent Management	VP TM	Education/ support of members
X	VP X	matching

Requirements

Required level of behaviours developed for this job role

Competencies	Little Evidence	Some Evidence	Regular Evidence	Strong Evidence
Self Awareness		X		
Personal Effectiveness	X			
Resilience	X			
Awareness of Others		X		
Inclusiveness		X		
Effective Communications		X		
Developing Others	X			
Stakeholder Focus		X		
Flexible Thinking	X			
Innovation				
Commitment to results		X		

Skills

Perseverance
 Determination
 Positive Attitude

Knowledge

X process
 Myaiesec.net

Development fields

Competencies	which can be developed at this job role
Self Awareness	
Personal Effectiveness	
Resilience	
Awareness of Others	XX
Inclusiveness	
Effective Communications	XX
Developing Others	X
Stakeholder Focus	X
Flexible Thinking	X
Innovation	
Commitment to results	X

Skills

Time management
 Organizational skills
 Customer servicing

Knowledge

Other countries' realities