

Outgoing Exchange - Teamleader

Short description

Start Date:

Planned End Date:

Time commitment:

Taking Responsibility Stage

Recruitment of exchange participants

- Organization of infoessions
- Promotion of the exchange program

Managing selection process

- Organize a preselection
- Review boards/ Assessment centre
- Outgoing preparation seminar
- Organize relevant trainings regarding the selection (myaiesec.net)

Managing Exchange Participants

- Managing the application process of EPs
- Train EPs on how to use myaiesec.net
- Keep contact with EPs to support them in the X process
- Contact other local committees
- Promote X opportunities to your EP
- Coordinating the matching process
- Follow up of EP's that go abroad

Relevance of the job role

Make a contribution to exchange growth. Present life changing opportunities to students. Watch over the quality of the aiesec exchange experience.

Objectives

Milestones

Dates, when certain results have to be reached

Date	Measure of Success	Milestone

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	OCP recruitment	Recruitment of aiesecers
Finance	VP finance	Payment of the fees
Projects	OCP's pboxes & vp projects	Management of the P-boxes

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
 Communicative

Knowledge

X process
 Myaiesec.net

Development fields

Competencies which can be developed at this job role

Self Awareness	
Personal Effectiveness	x
Resilience	
Awareness of Others	xxx
Inclusiveness	
Effective Communications	xx
Developing Others	x
Stakeholder Focus	x
Flexible Thinking	x
Innovation	
Commitment to results	xx

Skills

Time management
 Organizational skills
 Customer servicing
 Quick insight in talents of people

Knowledge

Working with other countries