

Local Committee Member Application Booklet

**For
AIESEC in Iceland
Reykjavík**

Dear applicant,

Thank you for showing interest in AIESEC in Iceland. In the following pages, you will find all the information you need for applying and the timings, plus what opportunities are being offered.

So please take your time to read all the opportunities offered and see which ones you are most interested in. And don't hesitate to get in touch with us if you need more information.

We look forward to reading your application and wish you all the best!

The Local Committee Executive Board of AIESEC in Iceland, LC Reykjavík 2011/12:

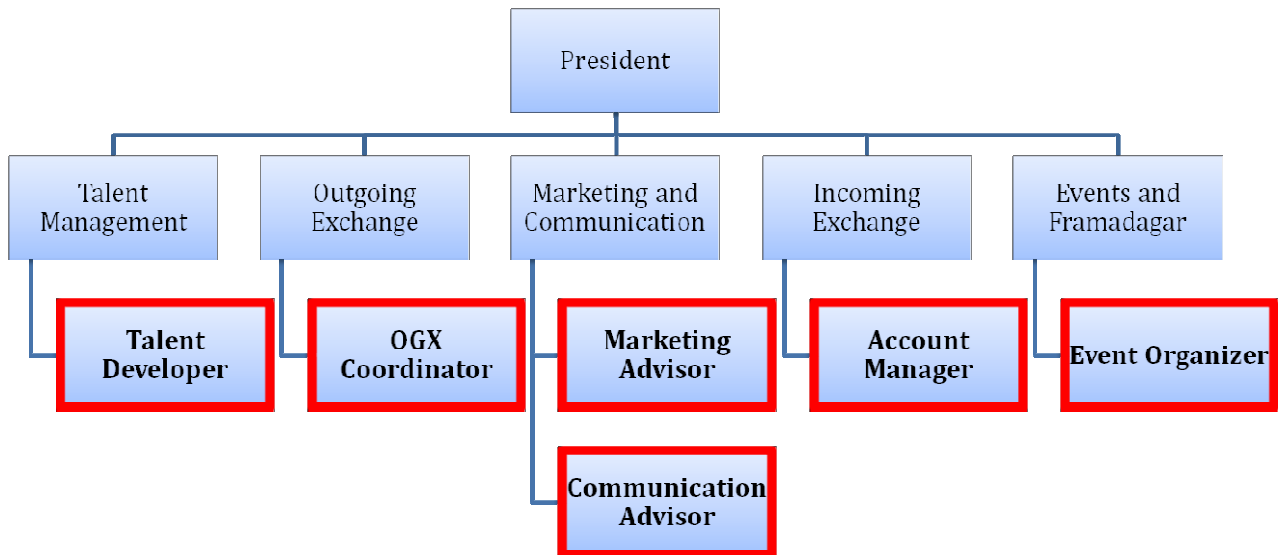
Diego Arias,
Hrafnhildur Ýr Benediktsdóttir,
Linda Björk Bjarnadóttir and
Pétur Sólmes Jónsson

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Details about AIESEC in Iceland, LC Reykjavík

Structure



AIESEC in Iceland, LC Reykjavík 2011/12 consists of the following positions available:

- * Incoming Exchange – Account Manager
- * Outgoing Exchange – Student Manager
- * Talent Management – Talent Developer
- * Marketing & Communications – Communication Advisor
- * Events & Framadagar – Event Organiser
- * Finance & Legal Manager
- * Translator

Timeline

When:	February 8 th	February 9 th	February 14 th – 16 th	February 18 th - 19 th
What needs To be done:	Info meetings in HÍ office (Íþróttahús 2. hæð) 12 – 13 and 14-15	Application deadline for all positions	Interviews for selection	Induction conference

Selection Process

Dates: Friday, February 10th – 16th, 2012

The final selection will be done by the local board of AIESEC in Iceland, where an interview will be performed to applicants. Next, you will find what happens between this period of time.

February 10th and 13th. AIESEC gets in contact with the applicant to set up a date for an interview.

February 14th - 16th. Interviews are performed.

February 17th. Last date in which applicants are informed if they were accepted for a position or not

Induction Conference

Once the applicant is selected to join in the organization, he/she **HAS TO** attend the induction conference (iCon) on **February 18th and 19th in HR at Room M120.**

In this conference, the new members get to know more about what AIESEC is, what is going to be the

Applying for AIESEC

Fill in the application form below and submit it until February 9th, 20:00 to linda.bjarnadottir@aiesec.is

Final Notes

Roles and responsibilities of members for each functional area can be seen **below**

It is recommended to ask for a confirmation if the application arrived properly. Please send your application in PDF format and name it: Name Surname – AIESEC Position(s) you are applying for. (E.g. Diego Arias – AIESEC Finance & Incoming Exchange)

If you need any additional information, please, don't hesitate to contact!

Diego Arias

Local Committee President, AIESEC in Iceland, LC Reykjavík

E-mail: diego.arias@aiesec.is

Linda Bjarnadóttir

Local Committee Vice President for Talent Management, AIESEC in Iceland, LC Reykjavík

E-mail: linda.bjarnadottir@aiesec.is

AIESEC in Iceland Membership Application

Name and Surname			
Date of Birth (dd-mm-yyyy)			
Primary e-mail			
Mobile phone			
Address			
University attended			
Field of Studies		Year of Studies	

Past working experience (companies, organizations, sports clubs...)		
Company / organization / club name	Responsibility / Role	Time / Duration

What activities are you involved in apart from Faculty? (eg: work, sports, foreign language courses, ...)

Which position is you applying for and why? (Choose two among the 7 choices offered above) What will your contribution be?

About you

If you had to describe yourself in three words, which would you choose? Why?

What are your 3 strong points and 3 points you wish to improve?

You and AIESEC

Why do you want to join AIESEC?

What would you like to learn and develop while in AIESEC?

How did you come in contact with AIESEC?

State the weekly amount of time (in hours per week) that you can put into AIESEC

***For Finance & Legal Manager ONLY**

Please submit in an additional sheet of paper, the ideal and simplest structure of a yearly budget for any company.

***For Translator ONLY**

Create a message (in Icelandic) that shows AIESEC how you understand it to other students.

Please add any additional information that you would like us to take into consideration

Thank you for your interest
Please send this application form to Linda Bjarnadóttir, Manager of Human Resources
Linda.bjarnadottir@aiesec.is

Roles and responsibility of AIESEC Members

Events and Framadagar – Event Organiser

Position role: Ensures the quality of the event, by providing the necessary equipment and making sure it works properly. Works to realize the project objectives and holds the quality standards of the project.

Responsibility:

- Planning, organizing and coordinating part of the events that unfold throughout the year in AIESEC in Iceland. For this semester, specifically Drive! (AIESEC in Iceland's biggest conference).
- Making sure the events planned are financially sustainable.
- Assisting delegates and participants of these events to be satisfied with the quality of the event and making sure their requests and feedback is received.
- Having all promotional material for the conference ready
- Ensuring logistics are ready in time.

Skills and qualities required:

- Organization and management skills
- Problem solving and crisis management
- Time management
- Listening skills
- Assertiveness
- Orientation to results

Competencies developed:

- Proactive Learning
- Handling responsibility
- Prioritizing
- Entrepreneurial outlook

Opportunities

- Professional development
- Personal development
- Increased efficiency

Success:

- Successful events which are financially sustainable.

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Hrafnhildur Ýr Benediktsdóttir (AIESEC Local VP Events and Framadagar) – hrafnhildur.yr@aiesec.is

Incoming exchange – Account Manager

Position role: To help with the organization and execution of incoming exchanges and to promote the services of AIESEC.

Responsibility:

Incoming Exchange

- Raising, matching and realizing internship forms in myaiesec.net
- Achieving the goals set by the Local Committee in terms of incoming exchanges
- Conducting intern satisfaction surveys
- Ensure logistics for the intern prior to and during his/her arrival, for example pick-up at the airport and arranging housing.
- Communicate with incoming applicants
- Selection of incoming applicants

External Relations and Sales

- Take part in Scandinavian calling competition
- Call firms and arrange meetings to promote the services of AIESEC
- Communicate with companies during selection period

Skills and qualities required:

- Organization skills
- Problem solving
- Communication skills
- Listening skills
- Team mindset
- Assertiveness

Competencies developed:

- Emotional intelligence
- Cooperation and an open mindset
- Time management
- Handling responsibility
- Prioritizing
- Effective communication
- Orientation to results

Opportunities

- Develop a global mindset
- Professional development
- Personal development
- Increased efficiency

Success:

Number of incoming internships of AIESEC Reykjavík
Satisfaction from interns and companies

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Pétur Sólness Jónsson (AIESEC LCVP Incoming exchange) – peturs@aiesec.is

Outgoing exchange – Student Manager

Position role: To help with the organization and execution of outgoing exchanges and to promote the services of AIESEC.

Responsibility:

- Raising, matching and realizing internship forms in myaiesec.net
- Achieving the goals set by the Local Committee in terms of outgoing exchanges
- Conducting exchange participant satisfaction surveys according to their exchange experience
- Planning, organizing and running application and selection process
- Communicate with exchange participant applicants
- Acceptance procedures
- Student preparation before and after they have found an internship (including cultural preparation, personal and professional development, knowledge and involvement in world issues)
- Communication with the Host Entity, once the exchange participant has been assigned to an internship.
- Receive the exchange participant once he/she is back
- Prepare and run a reverse-cultural shock session for interns

Skills and qualities required:

- Coordination and organization skills
- Problem solving
- Networking
- Coaching and training
- Cultural Understanding
- Team mindset
- Assertiveness

Competencies developed:

- Emotional intelligence
- Cooperation and an open mindset
- Time management
- Handling responsibility
- Prioritizing
- Effective communication
- Orientation to results

Opportunities

- Develop a global mindset
- Professional development
- Personal development
- Increased efficiency

Success:

Number of outgoing internships of AIESEC Reykjavík
Satisfaction from exchange participants

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Mirza Andjelic (AIESEC National VP Exchange) – mirza.andjelic@aiesec.is

Talent management – Talent Developer

Position role: Assisting with creating training and education opportunities for members of the organization. Developing effective partnerships with local organizations that further improve the quality of trainings. Assuring satisfaction and productivity of all parties involved by conducting satisfaction and assessment surveys. Upholding the team goals and objectives and ensure a nurturing and an open environment for all members within AIESEC in Iceland.

Responsibility:

- Targeting possible companies concerning training opportunities.
- Handle communications with said organizations.
- Assist with the planning and organization of education/training events.
- Assist with recruitment and integration of new members.
- Providing all members with a nurturing and helpful environment by being available to assist recruits concerning all possible problems and plan and/or executing team building events and implementing appropriate surveys.
- Assist with the creation and implementation of Rewards and Recognition plan.
- Provide the team with necessary assistance by attending meetings, sharing ideas and working towards common goals.
- Take part in the expansion and growth of AIESEC in Iceland by being active, have an positive mindset and take part in AIESEC events and up hold your responsibilities as an member of the organization.

Skills and qualities required:

- Organization skills
- Problem solving
- Communication skills
- Listening skills
- Team mindset
- Assertiveness

Competencies developed:

- Emotional intelligence
- Cooperation and an open mindset
- Time management
- Coaching and training
- Handling responsibility
- Prioritizing
- Leadership talents

Opportunities

- Develop a global mindset
- Professional development
- Personal development
- Increased efficiency

Success:

- The success of the project is met by achieving a previous decided number of training opportunities and by keeping all members satisfied by providing them with a helpful and educational environment.

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Linda Björk Bjarnadóttir (AIESEC LCVP Talent management) – linda.bjarnadottir@aiesec.net

Marketing and Communications – Communications Manager

Position role: Managing the AIESEC brand and communications channels locally to increase the awareness of AIESEC in Reykjavík.

Responsibility:

Communications

- Social media handling of AIESEC in Iceland.
- Support in designing and getting the right message when AIESEC offers opportunities to students.
- Support to create effective communications channels throughout the whole Local Committee
- Execution of the communication plan for the Local Committee
- Support to the exchange areas on creations of materials that enables them to get the suitable intern in a timely manner

Skills and qualities required:

- Coordination and organization skills
- Problem solving
- Networking
- Communication Skills
- Listening Skills
- Team mindset
- Assertiveness

Competencies developed:

- Emotional intelligence
- Cooperation and an open mindset
- Time management
- Handling responsibility
- Prioritizing
- Effective communication
- Orientation to results

Opportunities

- Develop a global mindset
- Professional development
- Personal development
- Increased efficiency

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Mirza Andjelic (AIESEC National VP Communications) – mirza.andjelic@aiesec.is

National Support – Translator

Position role: Assisting with creating and translating right messages to the Icelandic stakeholders of AIESEC.

Responsibility:

- Creation of organizational documents needed in Icelandic
- Translation of English documents and messages to suit the rightful and proper audience
- Assistance to the national board with translations

Skills and qualities required:

- Organization skills
- Problem solving
- Communication skills
- Listening skills
- Assertiveness

Competencies developed:

- Time management
- Handling responsibility
- Prioritizing

Opportunities

- Professional development
- Personal development
- Increased efficiency

Success:

- Success is met by translating all documents needed in a timely manner.

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Mirza Andjelic (AIESEC National VP Communications) – mirza.andjelic@aiesec.is

National Support – Finance and Legal Manager

Position role: Creates strategies, controlling and following up regarding finances at a local level, plus ensuring the good administration of resources

Responsibility:

- Making the financial statements and documents for the Local Committee
- Making Local Committee budget
- Supporting the National Board on financial matters
- Bank account management
- Investment plan for the Local Committee
- Follow up in Local Committee budget and making an executed budget
- Invoicing for exchanges and different other contracts
- Periodical financial reports to the National Vice President for Finance
- Bookkeeping for the Local Committee
- Assisting National Vice President for Finance in the consecution of new grants and funds

Skills and qualities required:

- Organization skills
- Problem solving
- Communication skills
- Listening skills
- Assertiveness
- Financial management
- Legal Management

Competencies developed:

- Time management
- Handling responsibility
- Prioritizing

Opportunities

- Professional development
- Personal development
- Increased efficiency
- Interaction with financial environment in Iceland

Success:

- Making sure financial tools are in place
- Number of funds and grants applied to

Contact information

If you need more information about the responsibilities and competencies mentioned in the job description or if you want a more clear view on this position before you apply, feel free to approach:

Diego Arias (AIESEC National VP Finance) – diego.arias@aiesec.is