

Secretary to the Faculty Student Council of the Faculty of Humanities

Faculty of Humanities – Faculty Student Council of the Faculty of Humanities

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Publication date	1th of july
Closing date	5th of august
Education level	Academic
Job scope	16 hours per week
Salary estimate	€ 2402 - 2611 based on a full-time position (38 hours per week)

The Faculty of Humanities provides education and conducts research with a strong international profile in a wide range of disciplines in the field of language and culture. Located in the heart of Amsterdam, the faculty maintains close connections with numerous cultural institutions in the capital city.

The Faculty Student Council of the Faculty of Humanities (FSR FGw) is currently searching for a Secretary for the upcoming academic year, starting from September 1st, 2024.

The FSR FGw consists of 12 members who advocate for the interests of students at the faculty and exercise approval and advisory rights on matters such as the Education and Examination Regulations, the establishment or discontinuation of programs, and the honors program.

What are you going to do?

- Providing support to the FSR in its activities and in its communication with the Faculty Board (FB).
- Scheduling and taking minutes during FSR meetings.
- Documenting the proceedings of the FSR and Faculty Board (FB) Joint Meeting, as well as any other meetings of the FSR and FB.
- Maintaining the council's archive, including minutes and correspondence.
- Managing daily email correspondence and promptly responding to incoming messages.
- Organizing the council's IT facilities, such as setting up accounts and ensuring the proper functioning of computers.

Who do we need?

- Student at the Faculty of Humanities - University of Amsterdam.
- Excellent command of both spoken and written Dutch and English.
- Proficient in taking minutes during various types of meetings.
- Strong written communication skills, including the ability to accurately capture complex discussions and reflect the viewpoints and agreements discussed in the minutes.

- Ability to work independently and with attention to detail.
- Flexible and adaptable.
- Easily accessible and responsive.
- Ability to bring structure and organization to the work of 12 council members.
- Affinity for humanities and student participation in decision-making is a plus.
- Experience with secretarial tasks is desirable.

Appointment

You will be employed by the Faculty of Humanities on a temporary basis for one year, starting from September 1st, 2024, working 16 hours per week. The salary will range from a minimum of € 2402 to a maximum of € 2611 gross per month (corresponding to the salary scale for student assistants) based on a full-time position (38 hours per week). The salary scale will be determined based on the student's year of study.

Relevant job profile (UFO): Student Assistant.

Job application

Job applications, accompanied by a curriculum vitae, can be sent via email to fsr-fgw@uva.nl until 5th August 2024. Applications received after the mentioned date will no longer be considered.