

Sports Council MUSST is searching for '18-'19 board: Secretary

Background information about Sports Council MUSST

Sports Council MUSST is searching a new board for the academic year 2018-2019.

Sports Council MUSST is part of UM SPORT and is directly related to Maastricht University. Principal functions of Sports Council MUSST are:

- Coordination of the 27 student sports associations
- Stimulation of student sports in Maastricht
- Representation of student sports associations' interests
- Representation of individual students doing sports

In Sports Council MUSST, you organise (international) events such as the INKOM Sports event and the MaasCup. You are also the contact person for national events like the Batavierenrace and the Groot Nederlands Studenten Kampioenschap (Dutch student national championship).

You will work together with Students Sport Netherlands and Sports Councils from other university in The Netherlands and also with, local regional and international parties. In short: this will be a diversified year, where you will have the time to develop yourself on the professional and personal levels!

For the year 2018-2019, we are looking for a fulltime student (M/F) to fulfill the secretary function. This function consists of 20 office hours and an equivalent in sports and evening activities (like constitution drinks from associations). This is an opportunity to broaden your network and a financial compensation is assured. Most importantly this will be an awesome and instructive year!

Function requirements:

- You are student at Maastricht University
- You are available approximately 40 hours a week
- You have affinity with sport and students associations
- Dutch speaking and writing skills
- English speaking and writing skills
- Experience with board's function is a pre but not necessary
- Strong organisation skills
- Being a member of a sports association is a pre but not necessary
- Social, enterprising, go-getter

Secretary specific tasks:

- Contact person for Student Sports Associations
- Answering mails
- You are responsible for the administration of Sports Council MUSST
- Writing the weekly newsletter
- Taking minutes during meetings with Student Sports Associations
- Contact person for national events (such as Batavierenrace or GNSK)

Applying?

Are you interested or do you want more information? Apply before the 18th of April by sending your CV and a motivation letter to musst@maastrichtuniversity.nl. Questions about the function can also be asked at the same e-mail address.

Start period

1 September 2018 (introduction period from June onwards)

Period

Until the end of August 2019