



APPLICATION INFORMATION FOR PROJECTS TEAMS FOR INSIGHT CHINA, FOCUS INDIA, connectUS and exploreASEAN 2018/19

Deadline: Thursday 16 May 2019 at 09.00 CET

1. General Job Description

This job requires creative, entrepreneurial and communicative ability and excellent project management. It involves the professional planning, organizing, managing and documenting of an introductory workshop, an onsite seminar and - a crucial task - raising and managing the necessary funds for the trip. The client is the FHNW School of Business, represented by the Head of the International Student Projects.

The members of the project teams will receive a total of **15 ECTS**

- For IM & BOEK students representing their Project Work/live project (5ECTS), Focus 2 Module (5ECTS) and Integration Module (5 ECTS)
- For IBM Students – exact modules to be defined

Seminar dates 2018 (provisional):

- Preparatory Seminar: Week 7 (10 – 14 Feb 2020) or 8 (17 – 21 Feb 2020) Exact dates to be confirmed
- On-Site Seminar: Thursday 26 March – Sunday 12 April or Thursday 2 April – 19 April 2020. Exact dates to be confirmed.

2. Required Skills

- Strong interest in China, India, the US or SE Asia and in the topic (both business and cultural aspects)
- Leadership as well as collaborative skills
- Self-motivation and ambition
- Organisational skills
- Commitment to further developing and improving the projects, creativity and innovation
- Trouble-shooting capability and strong nerves
- Discretion and ability to work with confidential information
- Proven intercultural experience & an open attitude towards other cultures and countries
- Professional English language skills
- Willingness to invest more time than is required for a 'normal' project



4. Benefits to Project Teams

- Good opportunity for shaping and running a highly attractive, prestigious and challenging student project
- Multi-faceted project work, ranging from organising an academic symposium to planning a challenging study-trip to a foreign country, and from recruiting sponsoring money to dealing with the media.
- Rare chance to create and shape opportunities that bring invaluable experience to you and your fellow students
- Unique opportunity to work with professionals dealing with a major global player of today's business world
- Valuable contacts of considerable benefit for your future (Bachelor Thesis, Employment)
- Substantial real-life experience in cross-cultural project management
- Letter of Recommendation

5. How to Apply

If you are full-time HSW student entering your final year in September 2019, feel you can carry the projects forward and want to apply for these highly rewarding and challenging positions, read on.

Deadline: Thursday 16 May 2019 at 09.00 CET

Please apply by sending an email with the title "**Application Insight China Project Team**", "**Application Focus India Project Team**", "**Application connectUS Project Team**" or "**Application exploreASEAN Project Team**" to pavel.somogyi@fhnw.ch. The email should include the following attachments: a motivation letter, a full CV and contact details for one referee from within the FHNW (name, email and telephone number only) and one written reference from a referee outside the FHNW.

If you have any questions regarding the projects, please contact the relevant supervisor directly.

Insight China	www.insightchina.ch	Yufan Jiang	yufan.jiang@fhnw.ch
Focus India	www.focusindia.ch	Pieter Perrett	pieter.perrett@fhnw.ch
connectUS	www.connectus.ch	Anita Graf	anita.graf@fhnw.ch
exploreASEAN	www.exploreasean.ch	Teresa Freiburghaus	teresa.freiburghaus@fhnw.ch

If you have general questions about the projects, feel free to contact me at michael.jeive@fhnw.ch
We look forward to receiving your applications.

Michael Jeive
Head International Student Projects
Insight China, Focus India, connectUS & exploreASEAN



Project Team Description of Tasks

Add to and modify, where necessary, the project concept developed by previous project teams. Redefine, if necessary, the overall theme and goals, set up special task groups, and adjust the course descriptions.

- Manage the project successfully and continue operation of the 'Study Abroad' association (dt. Verein) particularly regarding financial matters.
- Develop a time-line (milestones) listing all the tasks to be taken care of during the entire phase of the project, and make sure that the milestones are strictly adhered to.
- Find sponsors: secure financial funding (on-site seminar, possible preparatory trip by project team) through the renewal of existing sponsorship and the acquisition of new sponsors in Switzerland and abroad, acquire sponsors who support the on-site programme. Organize the introductory workshop (= preparatory seminar) in consultation with the head of project and Head International Student Projects: set up the programme, find expert speakers, coordinate workshops and lectures, start and maintain the list of participants, inform all the participants including those registered - especially the visiting students -, take care of documentation, manage workshop budget, liaise with IM secretariat.
- Organize the on-site seminar programme: define trip locations as well as its route, arrange for visits, lectures and presentations of companies and institutions, arrange social activities.
- Make all the necessary travel arrangements: flights, hotels, local transportation, etc.
- Start and guide communication activities: contact potential sponsors/liaise with existing sponsors, plan and publish seminar goals and milestones in local media (in consultation with the Corporate Communications team of the School of Business), maintain and update the website of the project, recruit and lead communication team.
- Manage the finances: develop/adapt suitable instruments for managing budget, expenses, controlling and billing.
- Ensure good communication flow amongst all the parties involved in the project: prepare/adapt and distribute information brochures to sponsors in Switzerland and abroad, and (potential) participants, organize meetings with the client liaise with news media.
- Organize sessions to inform potential and later selected participants from the respective degree programmes of the FHNW Schools involved.
- Coordinate activities (esp. Sponsoring and PR) with the project teams of affiliated projects.
- Organize and conduct meetings periodically (steering committee, sponsors in Switzerland, partners abroad), prepare and communicate the respective agendas, keep minutes of the meetings.
- Organize networking events including 'Apéros' at the end of the preparatory seminar and the final presentations after the on-site seminar.
- Organize and moderate the 'Final Event': create the schedule, inform the participants in time, invite sponsors and other interested parties.
- Maintain project manual - to be handed in as 'Project Paper' for 'Project Work' module.
- Miscellaneous project-related responsibilities, for example: organize gifts for companies to be visited, write thank-you letters to the sponsors and supporters; reserve rooms and infrastructure for the preparatory seminar and final presentations.