Human Resources Officer (15 hours/week)

Are you looking for a chance to be part of a community of international students, believe in our mission and want to try out your professional skills?

The Organization

ISR – International Students Rotterdam is a student association that is dedicated to all internationals studying in the city regardless of the Institution. We are a non-profit organization that is flexible, familial and has flat hierarchies. We host social and professional events to help connect people and develop skills but also inform students about every important aspect of student live with our student guides. We also offer discounts to members to guard the student budget. Most importantly however we are one international family.

Job description

As human resources officer, you are the head of a team in charge of organizing activities for active members. You and your team will perform activities where the active members get the opportunity to get to know each other and have fun. Further, the human resources team also organizes different trainings, and personal plans for the active members to develop their personal and professional skills. As an officer you must coordinate and oversee the tasks mentioned above.

Tasks:

- Team-building activities (family weekend twice a year)
- General family meetings (monthly)
- Family time (monthly)
- Recruitment
- Intercommunication among committees
- Personal development plans
- Organize trainings

Skills:

- Organization and time management skills
- Leadership ability, task delegation and analytical thinking
- Assertive
- Interviewing skills
- Able to give and receive feedback

What we offer:

- Experience in cross-cultural management and leadership
- Opportunity and flexibility to execute your own ideas
- Free ISR membership + all of its benefits
- Social drinks and activities and friends for life!

Interested?

Please send your filled in application for as well as your CV and motivation letter to recruitment@isrotterdam.com and we will evaluate your application as fast as possible.