NSB 19.20 APPLICATION

Dear reader.
Thank you for your interest in moving germany for the term 19.20. You just opened the booklet for NSB 19.20 of AIESEC in Germany. This means that you want to commit yourself for another year to bringing this organization forward. As you know we are currently working on having a closer interface with the NSB - including touchpoints like monthly comm hours and the NSBCo. This means that we want to shape the organization together, and it also puts more weight on your future role - a member of this NSB.

So please fill this application if you are ready for this experience !

XOXO
Your MC CORE

PROUD TO BE NSB
AIESEC IN GERMANY
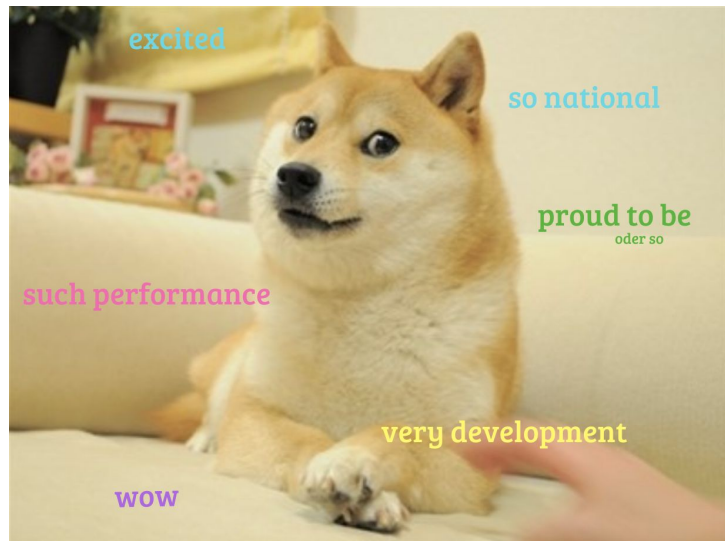Every day.

CONTENT

- TIMELINE AND PROCESS
- BOOKLET OVERVIEW
- GENERAL EXPECTATIONS
- TEAM DAYS
- STRUCTURE & JD OVERVIEW
- GENERAL QUESTIONNAIRE
- SPECIFIC QUESTIONNAIRE

TIMELINE

December 07

Application Release

December 14

Application DDL

December 15- December 17

Interviews

December 18

Announcement

December 19

Transition Start

January 11- January 14

WinterCo + NSBCo

February 01

Term Start

Please note that all these touchpoints are mandatory.
All positions are for one year, unless stated differently

BOOKLET OVERVIEW

The booklet consists out of 2 questionnaires

❏ **General Questionnaire:** *these questions give a general overview on your profile*
❏ **Specific questionnaire:** *these questions give a more detailed overview on your area of choice / second choice*

Please hand in

❏ **Completely answered questionnaire:** *general questionnaire plus the specific questionnaire of the function you are prioritizing (all questions for your first prio, and one for your second one if you have one). Not more than 6 pages including the cover page, with a font not smaller than Lato 11.*
❏ **Personality Tests:** *please hand in screenshots of the results of the following personality test:* https://www.16personalities.com/de

Please note that you of course can give a prioritization, but we are taking applicants for the NSB of AIESEC in Germany and you might be considered also for another team.

The application package must be sent complete, in a google folder and named "Applicant name_NSB1920_Application" to fenja.haacke@aiesec.de until **14th of December 23.59 GMT+1**.

DEAR APPLICANT

In the past, the role of the NSB has always changed, and the interface with the MC as well. This is why I want to coordinate this work more, and we started already this semester. However, this cannot be a one-side work. We need to work on this together, in order to use the resources we have in the best way possible.

Therefore my expectations to you, no matter which NST you are in, are:

-always think for the organization and not for yourself
-attend the touchpoints that we offer, so they make sense
-give feedback to the work we do
-challenge your approach always in the context of : what can we do in order to grow the organization
-talk to each other
-be reliable

I am very much excited for working with you, and to seeing you on NSBCo!

xoxo. Fenja

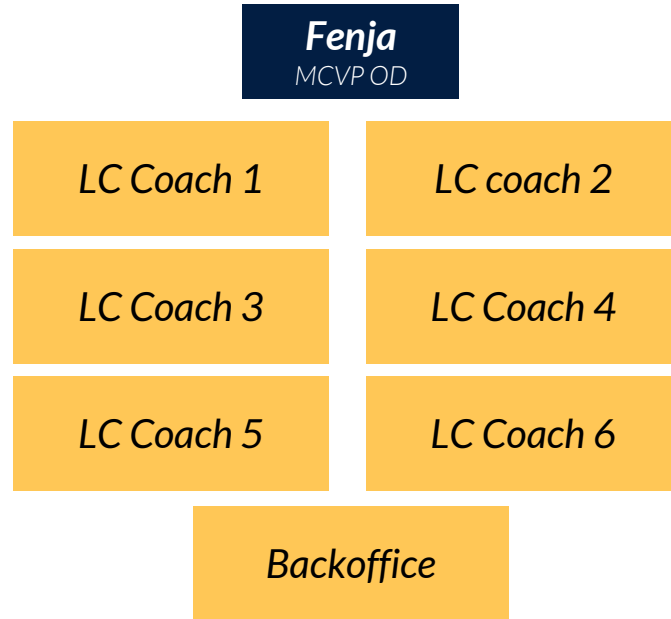# NSB OVERVIEW

PST

oGV

oGE

oGT

iGT

iGV

TM

FIN

BD

DM

ECB

NTT

TEAM DAYS

NST	DATE
FINANCE SUPPORT NETWORK	NEED TO BE ARRAGEND WITH OLD AND NEW FSN
PST	04.-05.01.
iGT	18.1-20.1
BDT	FEB/ MAR
oGV	14.12-16.12 OR 25.01-27-01

NSB STRUCTURE

PST

Fenja
MCVP OD

LC Coach 1	LC coach 2
LC Coach 3	LC Coach 4
LC Coach 5	LC Coach 6

Backoffice

Changes in the Structure are still possible.

oGV

Nastja
MCVP oGV

| oGV Consultant - you | oGV Consultant - you | oGV Consultant - you |

| IR Manager | IR Manager - you |

Project Manager - Pauli

Changes in the Structure are still possible - if you are not sure about the position just apply for both

If oGV is the product you are really passionate about and you are willing to commit to creating thousands of impactful stories and work for bigger and better oGV in Germany, then apply for this NST!

oGET

David
MCVP oGET

Cluster Consultant 1	Cluster Consultant 2
oGT-Specialist/ Consultant	Network Manager
oGE-Marketing (Anne)	oGT-Marketing (Mareike)

Changes in the Structure are still possible.

INCOMING GLOBAL TALENT

JDs

Specific JD

+

LCVP iGT Consultancy

or

Reception Consultancy

or

Project based working

iGV

Paul
MCVP iGV

Consultant
"old" LCs

Consultant
"new" LCs

IR Manager

Global Home
Manager

Changes in the Structure are still possible.

TM

Hannah
MCVP TM

TMST

Data Manager	**+**	
Network Manager *already filled*	**+**	Consultancy
Education Manager	**+**	

Changes in the Structure are still possible.

NTT

Markus	Vivien
Hendrik	Lena
NTT	NTT

Application for the NTT will be opened soon! You will not find the questions in this booklet. In order to be part of the NTT , an Assessment Center is required.

Become an EAGLE if you think that TM can be one of the game changers in our growth path!

FIN

Michael
MCVP F & L

Finance Chair
already filled

Projects

RLP*

Cluster Consultant 1

Cluster Consultant 2

RLP*
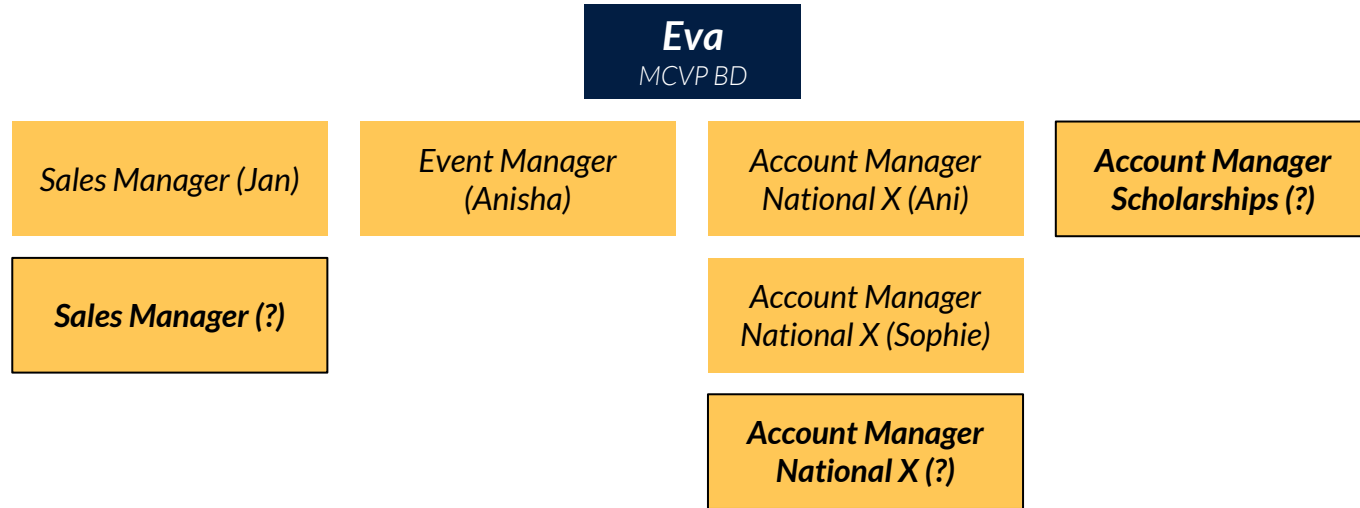
Cluster Consultant 3

Cluster Consultant 4

RLP*

Cluster Consultant 5

Cluster Consultant 6

Changes in the Structure are still possible.

*RLPs will be elected on WinterCo

BD

Eva
MCVP BD

Sales Manager (Jan)

Event Manager (Anisha)

Account Manager National X (Ani)

Account Manager Scholarships (?)

Sales Manager (?)

Account Manager National X (Sophie)

Account Manager National X (?)

Positions can last from **6 or 12 months** (upon your decision)

Changes in the Structure are still possible.

CUSTOMER MARKETING

Team Overview

The **Customer Marketing Team** is our new team working on delivering the best experience to our internal network and external customers as well as the supporting the organization's digital environment and attraction activities. It will consist of people from different backgrounds, that will strive to improve the way we are delivering online experience and services by targeting the right people and improving our systems.

By joining this team you will play an instrumental role in growing brand awareness and improving organic traffic to our platforms as well as conversion performance.

General required profile:
- ✓ Full commitment
- ✓ Full ownership over your JD and key performance indicators
- ✓ Fast paced worker

All NST members of the digital marketing team will receive online marketing education by Facebook and Google and may be considered to attend also physical seminars.

CUSTOMER MARKETING

Team Overview & JDs

Milenko
MCVP DM

EXTERNAL CUSTOMER MARKETING

INTERNAL CUSTOMER MARKETING

Team Leader **Customer Marketing**

Platforms TL
(aiesec.de & Systems)

National Chair
Marketing Network

Customer Success	*Social Media*	Developer	*Consultant*	*LC Support & Facebook Ads*
Visual Design / Video	*Content Editor*	*Community Engagement*	*Consultant*	
	Performance Marketing	*Business Intelligence*		

Blue positions are team leader positions. Changes in the Structure are still possible.

ECB

Aybüke
MCVP CXO

ECB Chair

JD OVERVIEW

PST

LC Coach

Job description

As LC coach you are responsible for 5-8 LCs (depending on the cluster size).
You are the team-leader of your LCPs and responsible for making these LCs grow. This includes weekly check-ins with the LCPs, cluster TelCos, LC visits, facilitating team days and conferences.
Additionally, as part of the team who is leading the LCPs, you are also responsible for the whole LCP network. This means that you will also be responsible for network engagement and other projects that will help the LCs to grow.

MOS

1. Approves
2. Growth of your cluster

Requirements

1. Operational understanding
2. Good communication skills
3. Data understanding
4. selflessly doing what is necessary for AIESEC in Germany to grow

Behaviours: Positivity, humbleness, honesty, growth mindset, solution orientation

Back-office

Job description

The PST back-office has been quite a challenge in the last years. That is why I want us to define the exact JD on the team days together, to find out how this JD can support the PST in the best way.
Additionally to that you are responsible in supporting me in data management for the LCPs, the MC and the overall network.

MOS

1. Approves

Requirements

1. Operational Understanding
2. Data obsession
3. selflessly doing what is necessary for AIESEC in Germany to grow

Behaviours: Positivity, humbleness, honesty, growth mindset, solution orientation

FINANCE

FINANCE CHAIR

Job description

Responsible for working
- LEADING THE CONSULTANT TEAM
- RESPONSIBLE FOR NETWORK ENGAGEMENT
- RESPONSIBLE FOR NATIONAL EDUCATION
- REPORTING TO MCVP F&L
- Having weekly check ins with consultants

MOS

1. # GuV on LC Level consolidated
2. # LC Sustainability Level
3. # of network interactions

Requirements

1. Speaking Germany
2. Intense knowledge in exact
3. Excel skills
4. Communication skills

FINANCE

PROJECTS

Job description

Responsible for working
- Improving the current accounting and controlling framework of AIESEC in Germany
- Improve current tools
- Researching and developing new tools
- Reporting to MCVP Finance

MOS
1. # of successful finished projects
2. # GuV Entity
3. % Finances Standards Fulfillment

Requirements
1. Technical skills
2. Advanced excel and google spreadsheet skills
3. Understanding of data consolidation and / or business intelligence
4. Understand of controlling
5. deep understanding of exact online

CONSULTANT

Job description

Responsible for working
- Support the LCVPs through Check Ins, TelCos
- Reporting to Chair/MCVPF.
- Functional education for VPs
- Timelinetracking
- KPI tracking
- Teamstandards and EB Role Tracking

MOS
1. Green Lights in QAs of their LCs
2.
3.

Requirements
1. Good Education in Exact / bookkeeping
2. Teammanagement Experiences
3. Basic understanding of Controlling

OUTGOING GLOBAL VOLUNTEER

Outgoing Global Volunteer Consultant

Job description

Your role will include supporting LV VPs oGV by
Facilitating their VP journey by supporting them in performance on a weekly basis and challenging them on the current state. This will be done through

A. **Personal talks:** Tracking the progress with execution of their strategic plan, including their development in the areas: *Operations, Team Management and International Relations*

B. **Consultancy spaces:** Helping them to find solutions to tackle the current bottlenecks, educating and coaching in groups

Moreover, this would be great to see the consultants visiting their LCs and giving education/trainings physically
Another aspect of your role is an active participation in the NST, which includes taking over small short-term projects, attending weekly TelCos and reporting to the MC VP oGV and PST. Every consultant will get a minor area to take care of, such as for example Network Engagement, Operational Education, Tools Development, etc.

MoS

- Goal achievement rates of oGV area in the LCs you are responsible for
- Growth rates of oGV area in the whole entity
- Depending on your minor area there will be other MoS set for your role

Requirements

- Data-driven decision making and analysis skills
- Strong operational knowledge, skills in team management and IR
- **Behaviours:** Solution orientation, proactivity and positive mindset are a big asset. Empathy, growth mindset and flexibility
- Attend national conferences and other crucial touchpoints as a part of the team: WinterCo and NST Team Days are mandatory - others to be discussed

OUTGOING GLOBAL VOLUNTEER

International Relations Manager

Job description

Your role is to make sure our exchange numbers are supported by the partnerships of a great quality with other entities. For this you get responsibility to build and maintain a relationship with several partner countries, track their IR responsibles on the delivery of the promised goals , evaluating the progress and developing strategies together with them for a sustainable and successful relationship. You may also take over responsibility for certain projects, which have IR as their core, such as for ex. Product Packaging.

MOS

- # of approves with country partners
- # growth in approves with country partners
- Overall contribution of partner countries to the final

Requirements

- Strong communication skills
- **Behaviours:** Reliability, proactivity and flexibility

Project Manager

Job description

This is an example of what project this person is responsible for - position is currently not vacant

EXAMPLE: Your role is to introduce oGV to the new market - future high school graduates For this we will work as a team of three (MC VP oGV and two project managers) in a project base and create a strategy for this new product. The JD will include things like analysing the market, partnership management, value proposition review, creation of the new marketing approach, consulting the piloting LCs, etc. etc.

MOS

- # of approves delivered with this product
- Goal achievement rates for this product

Requirements

- Product knowledge, MKT, sales and data analysis skills
- **Behaviours:** Reliability, discipline and self-responsibility

oGET

Job description

Responsible for working
- ■ *Weekly Check-ins with VPs*
- ■ *Challenge VPs on Team Management, Marketing plans, etc.*
- ■ *Give Strategic advice to VPs*
- ■ *Moderate TelCos in your cluster*

MOS

1. # Opens
2. # Applied
3. # Approves

Requirements

1. *Good communication skills*
2. *EB-experience*
3. *Critical thinking skills*
4. *Knowlege in Operations (esp. oGE)*

<u>*Behaviours:*</u>
Reliability, Empathy, Challenging, Self-responsible

Network Manager

Job description

Responsible for working
- ■ *Create and execute a network communication plan*
- ■ *Provide education material / guidelines for network*
- ■ *Analysis current state of network with consultants → adjust network management accordingly*

MOS

1. *education and energy level of network*
2. *Success of network management campaigns*

Requirements

1. *Can spread energy and positivity*
2. *Analytical Skills*
3. *Knowledge about team management and oGX*

<u>*Behaviours:*</u>
Solution oriented, Resilient, self-responsibility, discipline

oGET

oGT Specialist

Job description

Responsible for working
- Consult oGT LCs
- Analyse oGT Market
- Create and execute a Growth plan for oGT

MOS

1. # Opens
2. # Applied
3. # Approves

Requirements

1. Strong Communications skills
2. Strategic Thinking
3. Analytical Skills

Behaviours:
Resilience, Self-responsible, challenging, pro-active

INCOMING GLOBAL TALENT

General JDs

iGT Consultancy

Job description

Your role includes
- Individual consultancy for multiple LCVP iGTs
- Analysing LCs current state of iGT
- Indication of key bottlenecks and essential actions
- Close action tracking
- Provide coaching talks for developing the VPs

MOS

#Opens,
Approves

Requirements

- Have functional iGT knowledge
- Accountability for tracking

Project based working

Job description

Your role includes
- Alignment with the MCVP iGT
- Current state analysis
- Creating a proposal for a transformational project
- Implementation of this project

MOS

Opens & Approves that are derived from this project

Requirements

- Good overview of the current network challenges
- High operational thinking

INCOMING GLOBAL TALENT

JDs for the Open Roles

IR Consultant

Job description

Your role includes
- Constant reviewing of our IR partners
- Building LC2LC and MC2MC partnerships
- Provide Education on IR topics
- Support the implementation of a new LC2LC partnership system

MOS

Approves with Country partners
% Conversion Rate from Open to Approve
# Days of Process Time

Requirements

- High Functional Knowledge in IR
- Able to find hard to get talents
- oGT experience

Account Manager Coordinator

Job description

Your role includes
- Consultancy of the iGT VPs
- Ongoing account management analysis
- Developing a strategy for account management and partner retention
- Upscaling local partnership on national level

MOS

#ReRaises
#Open to Approve

Requirements

- Good Interface with Value Delivery and Sales

INCOMING GLOBAL TALENT

JDs for the Open Roles

Network Manager

Job description

Your role includes
- Consultancy of the iGT VPs
- Developing a network engagement plan
- Interface with the B2B Marketing Manager
- Support in external stakeholder events on local and national level
- Support for the MCVP iGT in the NST - Team management

MOS

#Opens
#Approves
#ReRaises Through Transition

Requirements

- Clear overview over multiple stakeholder

Operations Analyst

Job description

You role includes
- Consultancy of the iGT VPs **or** working on a project
- Analysing of the process time
- Build IR relationships

MOS

Time for Open to Accepted
Time for Accepted to Approve
Time for Approve to Realize

Requirements

- Driving Operations
- Experience in the iGT Matching Processes

INCOMING GLOBAL TALENT Reception

REC Consultant

Job description

Your role includes
- Individual Consultancy of the VP Reception & TL Reception
- Provide support for legal questions
- Indication of key bottlenecks and essential actions
- GCP & BCP sharing
- Provide coaching talks for developing the VPs

MOS

EP NPS Score
% Approve to Realization
# Completed

Requirements

- Worked within a Reception Team
- Legal & Value Delivery Knowledge

Value Delivery

Job description

Your role includes
- Consultancy of the VP Reception & TL Reception
- Developing on projects for improving Value Delivery
- Allign local processes and standardize the operations.
- Implementing strategies for more Completions

MOS

EP NPS Score
ReRaise from existing partners
Completed

Requirements

- Working highly independent
- Strong in operational implementing

iGV

CONSULTANT OLD LCs

Job description

Responsible for working
- Consulting 6 LCs
- Help them becoming more advanced in iGV
- Identification of bottlenecks & consultancy based on needs
- Coaching for VPs
- Attendance & facilitation on conferences & summits

MOS
1. Growth compared to Winter Peak
2. NPS & Standards Fulfillment, #Completed
3. #ReRaises

Requirements
1. Experience in iGV (ideally in Germany)
2. Experience in Sales & Value Delivery
3. Ideally: TtT (if not: willingness to do one)

CONSULTANT NEW LCs

Job description

Responsible for working
- Consulting X LCs
- Assist in covering the basics in iGV
- Identification of bottlenecks & consultancy based on needs
- Coaching for VPs
- Attendance & facilitation on conferences & summits

MOS
1. #Approves
2. #Opens

Requirements
1. Experience in iGV (ideally in Germany)
2. Experience in Sales
3. Ideally: TtT (if not: willingness to do one)

iGV

IR MANAGER

Job description

Responsible for working
- Evaluation of current IR partnerships
- Establishing new IR partnerships
- Tracking IR partnerships on fulfillment
- Supporting LCs in local IR
- Attendance & facilitation on conferences & summits

MOS
1. % Approves in IR
2. % Completed with IR entities
3. # new IR partnerships

Requirements
1. Experience in iGV (ideally in Germany)
2. Knowledge of oGV processes
3. Quick communicator
4. Ability to work with data
5. Ideally: TtT (if not: willingness to do one)

GLOBAL HOME MANAGER

Job description

Responsible for working
- Managing Global Home
- Evaluation of scale & quality of Global Home
- Supporting LCs in implementing Global Home
- Attendance & facilitation on conferences & summits

MOS
1. % of EPs in host families
2. % host families taking EPs more than once

Requirements
1. Experience in iGV (ideally in Germany)
2. Experience in B2C Marketing
3. (Native) knowledge of German
4. Ideally: TtT (if not: willingness to do one)

MARKETING (Team Leaders)

JDs

Customer MKT TL

Job description

Responsible for leading and managing the NST team.

- Lead, track and manage the performance of the NST Team
- Track KPIs like traffic, conversion and behaviour of our websites
- Support a strong network communication to LCs

MOS

1. #Sign-ups, Sign-ups through digital marketing
2. Traffic conversions on our platforms
3. Social media reach and interactions

Requirements

1. Team leader experience
2. Operational knowledge
3. Marketing understanding

Platforms TL

Job description

Main responsible for all our websites and their further improvement and development from a technical and marketing perspective.

- Lead, track and manage the performance of the NST Team
- Support a strong network communication to LCs
- Manage our platforms, Track KPIs like traffic, conversion and behaviour of our websites
- Develop lead nurturing flows for our EPs, Improve the UX of our websites in order to provide a better experience for our customers

MOS

1. #Sign-ups through digital marketing
2. Traffic conversions on our platforms
3. Website visits and sessions

Requirements

1. Operational understanding
2. Marketing understanding
3. Understanding of web environments
4. IT knowledge

MARKETING (Team Leaders)

Network Chair

Job description

Responsible for leading the marketing network and managing the NST team.

- Build-up and lead the Marketing Network (VPs + TL)
- Lead, track and manage the performance of the NST Team
- Track KPIs like sign-ups, conversions and applicants Support a strong network communication to LCs
- Ensure a good interface to the operations teams and other marketing teams

MOS

1. *#Sign-ups, #Applicants*
2. *Team Standards Fulfillment*

Requirements

1. *Team leader experience*
2. *Operational knowledge*
3. *Marketing understanding*

MARKETING

Customer Success

Job description

Main responsible for a good customer experience through our various digital touchpoints.

- Monitor and reply to customers in social media (Facebook, Instagram, Youtube and Twitter), Intercom, and contact forms
- Develop and manage our national **NPS** strategy
- Keep in touch with the LCs to support on reintegration through NPS
- Manage the global lead nurturing flow

MOS

1. Response and resolution times on social media and Intercom
2. Customer satisfaction
3. NPS implementation
4. # of detractor calls and customer interviews

Requirements

1. Communication profile
2. Sense of humour
3. Enjoys interacting on social media
4. NPS understanding

Social Media

Job description

Main responsible for all national social media channels.

- Content Production for Social Media
- Community Management on all social Networks
- Constantly accompanies the news and trends of exchange and travel
- Social Media Monitoring
- Enforce Branding

MOS

1. # Positive interactions
2. # Reach
3. # Net New Likes
4. # New Leads through content

Requirements

1. Communication profile that loves social media
2. Sense of humour
3. Enjoys interacting on social media
4. Operations Knowledge
5. Enjoys writing
6. Basic media design skills

MARKETING

JDs

Content Editor

Main responsible for creating B2C or B2B content (text) on our platforms and public relations.

- Create static content around travel and volunteering for the new aiesec.de
- Work alongside the platform manager on improving SEO
- Create lead magnet content
- Work alongside the social media manager to distribute our content on our social channels.
- Media management: prospect and manage partnerships with blogs and influencers

MOS
1. # of content (text) created
2. # of content re-posted on social media
3. Content reach on social media

Requirements
1. Communication profile
2. Fluent in German and English
3. Enjoys writing
4. Basic media design skills

Visual Designer / Video Producer

Main responsible for our national brand materials and visual design.

- Create national marketing materials
- Create visual content (photo/video) for social media and aiesec.de
- Create internal materials on request
- Work strongly together with social media manager and B2C content manager
- Design Approvals

MOS
1. # Videos created
2. # Pictures created
3. # Marketing materials created or updated

Requirements
1. Sense of design
2. Adobe Illustrator, Photoshop and Premiere skills preferred (but not mandatory)
3. Able to work with Google presentations
4. Understanding the global and national brand

MARKETING

Performance Marketing

Job description

Main responsible for managing national paid media, digital ads and managing our online-marketing vendors.

- Manage Google Ads and Facebook Analytics
- Track financial return of paid media operation
- Analyse and optimize national ads
- Develop national SEO & SEM strategies and campaigns together with the MCVP and our vendor
- Vendor Management of our SEA vendors
- Enforce Branding

MOS

1. *Cost per lead & Cost per clicks*
2. *% AdGrants Budget spent*
3. *ROI*

Requirements

1. *Interest in Advertising*
2. *Branding Understanding*
3. *Facebook Ad understanding*
4. *ROI and finance interest*

LC Support

Job description

Main responsible for supporting the customer experience of our LC through Facebook Ads & Events.

- Implement LC's ads and event requests
- Manage Support Requests from LCs
- Work together with the Performance Marketing Manager to improve ads
- Create templates, tracks and educational materials for LCs

MOS

1. *Process time for requests*
2. *# of content created*

Requirements

1. *Communication profile*
2. *Interest in Advertising*
3. *Branding Understanding*
4. *Basic media design skills*

MARKETING

JDs

Consultants

Job description

Main responsible for consulting VPS and managing Attraction on local level.
- Individual consultancy for multiple LCVP MKT & TL Attraction
- Analysing LCs current state of Marketing
- Indication of key bottlenecks and essential actions
- Close action tracking
- Provide coaching talks for developing the VPs

MOS

1. # of Sign-ups
2. # of Applicants

Requirements

1. Accountability for tracking
2. Growth mindset
3. Coaching habit

MARKETING (Platforms)

Developer

Job description

- Ensuring stability of national information systems (YOP, Fin-Inn, Bookmarklets, etc...), hardware and network resources
- Innovating national information systems, hardware and network resources
- Communicating with AI about innovating international information systems (GIS)
- Simplifying user experience for members and customers through IT solutions.

MOS

1. Code delivery time

Requirements

1. Advanced skills in at least one programming language
2. Experience with HTML, PHP, CSS, Javascript
3. Advanced skills in web-server & domain-management (min. 1 person)

Community Engagement

Job description

- Ensuring transparency of current development state to the IO/OO network
- Being the interface with functional NSTs
- Managing the help desk
- Assessing the needs of the network in the IM area
- Ensuring education of network on information systems
- Assessing and innovating available education modules and systems
- Testing and feedbacking new systems
- Gathering network feedback
- Attempting conferences for a better network interface

MOS

1. Time until ticket resolution
2. #Education content delivered

Requirements

1. Self-responsibility
2. Empowering others
3. Open-mindedness

MARKETING (Platforms)

Business Intelligence

Job description

- Use EXPA and the GIS API to create global and national operational analysis
- Create analysis using Excel functions, formulas and other functionalities;
- Create analysis using Google Sheets functions, formulas, basic add-ons and other google functionalities
- Use technological solutions to improve our LCs productivity and business intelligence
- Dashboard creation, improvement and maintenance
- Strive for a data driven culture inside AIESEC in Germany

MOS

- # Of DI solutions achieved;
- Higher%ofAPL→ACC|ACC→APD conversion due to tech solutions;
- % Of DI projects completed;
- #Analysis facilitated across the semester

Requirements

- Data analysis
- Excel Skills
- Google Sheets skills
- IT knowledge (preferred)

TM

Network Manager

Job description

You will be responsible for our TM Network Management which means you are responsible for the coordination of consistent structures within the network and help to maintain a sustainable performance culture of our organization. You'll make sure that the TM support team is aware of the needs of the network and provides support accordingly while ensuring strategic fit to the timeline. You consider ways of effective communication with the network and maintain an organized use of the communication channels. You are responsible to motivate people to be proactive and encourage network-wide sharing of knowledge and experiences in order to help the network to achieve their goals better.

Coordinating & Tracking Slack & WA Communication Routines, Aligning Telco Content, ertc.

MOS

1. *Overall PS (Performance Score)*
2. *Overall TeSt fulfillment*
3. *Satisfaction of the TM network*

Requirements

- *Enough time and passion for the job*
- *Good Communication skills*
- *The motivation to become an TM expert and receive education*
- *Exchange driven*
- *High reliability & self-responsibility*

Education Manager

Job description

You will be responsible for the education material and procedures in the TM network but also help in maintain, create and improve the national education cycle. Therefore you also work in an interface with the NTT & NTCos.
You will help implementing the Education Platform and be mainly responsible for the TM part of it.
Furthermore you contribute to conference preparation and the TM content (which does not mean you will train all of the sessions - we will distribute that equally among the team!).

MOS

1. *PS (Performance Score) of the LCs*
2. *TeSt fulfillment*
3. *Growth Rates in the LCs products*

Requirements

- *Enough time and passion for the job*
- *A strategic mindset*
- *The motivation to become an TM expert and receive education*
- *Exchange driven*
- *High reliability & self-responsibility*

TM

Data Manager

Job description

The Data Manager is responsible for everything regarding People Analytics. This means you are responsible for creating suitable surveys for the TM network by every end of the month and to make sure every LC fills out the survey to provide consistent data. Besides collecting the necessary data you are responsible for processing the data and put it in a way so that your team and other people in the network can read and recognize what the data means without constantly asking for it. Addition to the HR Data you can integrate feedback spaces for the VPs and report it back to your MC VP and your NST TM.

Furthermore, you are responsible for the Member Engagement survey. Your job is to create the ME survey monthly and release it to the LCs and make sure that every member filled out the survey.

MOS

1. Overall PS (Performance Score)
2. Overall TeSt fulfillment
3. Survey Response Rates
4. # created TM reports

Requirements

- Enough time and passion for the job
- A strategic mindset
- The motivation to become an TM expert and receive education
- Data savvy
- High reliability & self-responsibility

Consultant

Job description

Your role will include supporting LC VPs TM by

- tracking their performance on a weekly basis and challenging them on the current state
- tracking the progress with execution of their LCs strategic plan, including their development in the areas: GET, DEVELOP, KEEP
- Helping them to find solutions to tackle the current bottlenecks, educating and coaching

Another aspect of your role is an active participation in the NST, which includes taking over small short-term projects, attending weekly TelCos and reporting to the MC VP TM and PST.

MOS

1. PS (Performance Score) of the LCs
2. TeSt fulfillment
3. Growth Rates in the LCs products

Requirements

- Enough time and passion for the job
- A strategic mindset
- The motivation to become an TM expert and receive education
- Exchange driven
- High reliability & self-responsibility

BD

Account Manager Scholarships

Job description

You will be responsible for high value delivery for Global Volunteer Scholarships and Partnerships.

- communicate frequently with GVS & GVP Partners
- organize and deliver Outgoing Preparation Seminar & Welcome Home Events
- develop and retain partnerships
- build up and sustain partner internal networks
- educate LCs regarding GVS & GVP flow & responsibilities
- track and support local value delivery for GVS & GVP EPs
- manage creation process for GVS marketing plan & materials
- manage interface with oGV NST
- track and support local GVS engagement & performance

MOS

1. # of EPs approved with Scholarship Partners
2. # of EPs approved with Partnership Partners
3. # of Sign-Ups for GVS
4. # of Applicants for GVP

Requirements

1. Strong solution-orientation
2. High reliability & self-responsibility
3. Professional way of communication
4. Advanced knowledge of oGV operations

Account Manager National X

Job description

You will be responsible for high value delivery for selected National Exchange Partnerships.

- educate local VPiGT & VPRecs involved in the National Exchange Partnerships
- track local value delivery and processes for National Exchange Partners
- manage communication flows with LCs, partners and AIESEC Coordinators (if applicable)
- develop partnerships further by cross- and upselling
- build up and sustain partner internal networks

MOS

1. # of Opens with National Exchange Partners
2. # of Approves with National Exchange Partners
3. # of EPs realized with National Exchange Partners

Requirements

1. Strong solution-orientation
2. High reliability & self-responsibility
3. Professional way of communication
4. Advanced knowledge of iGT operations

BD

Sales Manager

Job description

You are responsible for the discovery of new high-value partnerships on national level.

- provide high-quality accounts for National Exchange/ Global Volunteer Scholar- and Partnerships/ Y2B/ NFB
- upscaling accounts from local to national level
- develop individual proposals and partnership ideas.
- use new business opportunities (e.g. LinkedIn Sales Navigator, Networking Events)
- keep track on the conversion rates and develop a long term sales strategy

MOS

1. # of partnerships closed for GVS and GVP
2. # of partnerships closed for Y2B
3. # of partnerships closed for NFB
4. # of accounts upscaled from local to national level

Requirements

1. Strong result-orientation
2. High reliability & self-responsibility
3. Advanced knowledge of sales techniques & processes
4. Advanced knowledge of AIESEC products (NaX, GVS, GVP, Y2B, NFB)

ECB

ECB Chair

Job description

Responsible for working
- Standards and quality case management
- Manage implementation of XPP and standards in the entity
- Providing communication with official clarifications and solutions
- Entity education and consultancy about XPP

MOS

1. %of official cases closed through ECB
2. #of educational activities delivered
3. #of Completed

Requirements

1. Advanced operational knowledge (LCP or LCVP Operations experience preferred)
2. High reliability & self responsibility
3. Open & passionate to learn more about CX & XPP
4. Solution orientation & resilience

Entity Control Board (ECB) is an entity controlling body working arbitrating cases of exchange standards and ER Principles of AIESEC entities and physical AIESEC Members. ECB is the last decision making body on national level in regards to Exchange policies and entity standard regulation principles. A division, working directly with its MC, ICB & GFB to ensure that the best Standard and Customer Experience is delivered to every customer and stakeholder in each entity.

QUESTIONNAIRE

GENERAL

GENERAL QUESTIONNAIRE

1   *What is your intrinsic motivation to do exchange to Move Germany?*

2   *What are your 3 main strengths and weaknesses when it comes to team working?*

3   *How will they affect your role in the NSB?*

4   *What is your understanding of the ideal NST role and how can you make it bringing AIESEC in Germany forward? How can we work together as one NSB ?*

5   *For which specific JD are you applying? (Please state your 2 prioritizations if you have more than one JD you consider). *You only need to answer questions for your first prio.*

6   *To be part of the NSB it is required to have a TtT. Did you already do one (if yes, which one) and if no, when are you planning to do so?*

QUESTIONNAIRE

SPECIFIC

PST

1. *Assess the performance of the LC 18.19 term. For each product - what went good, what needs to be improved? What were the key driver for performance ?*

2. *How do you see the culture of AIESEC in Germany so far? How do you want to see it? How can we get there?*

3. *What is the role of the LCP network? What is the role of the PST in order to shape this?*

4. *What do you expect from the other PST members and me?*

5. *Please evaluate the the work of the current PST. Based on this, how do you envision the work of the next one. Please specify your answer regarding work with the cluster, the LCP network, as a team, with the MC and other.*

6. *Name each one thing you can give to the network and the team, and one thing you want to learn in the next year.*

7. *Random question: What does the abbreviation PST stand for and why? Be creative :P*

oGV

Hustling for real impact

1. *What position are you applying to and why? What are your main strengths which make you a perfect candidate for this position?*

2. *Please create a holistic overview of the oGV area of AIESEC in Germany in 1819 till now (Nov 22nd 2018). How does the product and the area itself have to develop in order for us to deliver twice as many good quality exchange experiences in the next year?*

3. *If you are applying for..*
- *IR manager position, please analyse the partnership management of oGV in Germany in the current term and create a proposal of the IR strategy for 1920*

- *oGV NST consultant, please describe a perfect LC VP oGV profile and how you as a future consultant will be able to bring your VPs closer to this image*

4. *How do you think the position you are applying to can develop you further as a person?*

oGET

1   *Provide an analysis of the current state of the oGET area!*

2   *Based on your analysis, what should we focus on as NST in the next year?*

3   *How can we achieve 200% growth in oGET in the next peak?*

4

If you apply for a Consultant position

Please explain, what makes a consultancy perfect in your opinion?

Which characteristics does a good consultant need to have?

If you apply for Network Manager

How would your network management look like?

If you apply for oGT Specialist

What is your plan to make oGT grow in the next peak?

iGT

1. *Imagine the iGT area is dropping in quality and quantity of exchanges - how would you tackle this issue and get over this challenge?*

2. *What are the behaviors you want to set in the network? How can you shape the arrows culture and behaviors in the iGT network through actions?*

3. *Do a **SWOT** analysis for the Arrows network in it's current state*

4. *Which thing are you most interested to learn/to do during your NST time?*

5. *Why would joining the Arrows NST special for you? (Be creative)*

iGV

1. *What is your intrinsic motivation to do exchange to Move Germany?*

2. *What are your 3 main strengths and weaknesses when it comes to team working?*

3. *Provide a SWOT based on the current state of iGV in Germany.*

4. *What is your understanding of the ideal NST role and how can you make it bringing AIESEC in Germany forward?*

5. *For which specific JD are you applying? (Please state your 2 prioritizations if you have more than one JD you consider; please answer question 6 for your priority number 1.)*

6. *a) (if you apply as consultant): In your opinion, what does an ideal consultancy look like?*
b) (if you apply as IR Manager): If you were given the task to evaluate an IR partnership, how would you approach it and which KPIs would you base your analysis on?
c) (if you apply as Global Home Manager): Please provide a target group analysis for Global Home in Germany.

MARKETING

Team Leader (Customer Marketing, Platforms or Network)

1 *How would you ensure 100% of goal achievement of your NST team? What would be your top 3 priorities to ensure your team results?*

2 *Evaluate AIESEC in Germany's current state of marketing and propose an action plan for the second semester of 2018. Consider our online media and platforms (Facebook, Instagram, Youtube, aiesec.de) and offline attraction.*

3 *How can we better leverage improving or national marketing activities, especially online, and at the same time giving our LCs the best support needed?*

MARKETING

Customer Success

1 *Choose an organization that is a reference in customer experience and explain 3 reasons for your choice. What do they do that we can implement in AIESEC immediately?*

2 *What ideas do you have for implementation of NPS culture in OGX? Propose a timeline for education, content or any other method you wish to implement*

3 *How can we engage with our audience in social media? Propose ideas and how to implement them (tip: research about community management)*

4 *How can we reduce the answer time on our contact forms, social media fanpages and aiesec.org?*

MARKETING

LC support, Performance Marketing

1 *What are to your opinion the key metrics to analyse a facebook campaign?*

2 *How can we innovate the way we are currently running facebook ads?*

3 *What kind of training would you need in order to fulfill this JD?*

4 *Make two examples of facebook ads. How would you determine with one is better?*

MARKETING

Consultants

1 *AIESEC in Germany is dropping in sign-ups and applied - how would you tackle this issue and get over this challenge?*

2 *What are the behaviors you want to set in the network? How can you shape the network, it's culture and the behaviors in the Marketing network through **your own** actions?*

3 *What do you want to do and learn during your NST time?*
If you are saying "yes" to this role, what are you saying "no" to?

4 *What approach (framework, routines,...) would you use in order to provide the best coaching/consulting possible?*

MARKETING

Content Editor

1. *What content do we need on our websites in order to increase our reach and conversions? What are topics and trends you would suppose?*

2. *How can we innovate our content approach on social media and our websites? Come up with at least 3 ideas. Consider technological trends, as well as content trends and social media trends.*

3. *What are the main medias or influencers we should relate to in order to increase our reach and connect to our main publics. List at least 3 examples.*

If you are interested into B2B Content, please also anwer:

4. *How can we innovate our national LinkedIn approach? Make an example.*

MARKETING

Visual Designer, Video Producer

1 *Please create two example visuals (or one video) for two different AIESEC in Germany social media platforms (Facebook, Instagram, Twitter, Youtube)*

2 *How can we improve our national approval system for materials from LCs?*

3 *How can we ensure better aligned branding in LCs and throughout the organisation.*

MARKETING

Social Media

1. *Make two examples of posts for two different AIESEC in Germany social media. (Facebook, Instagram, Twitter, Youtube)*

2. *What the 3 main evolution that you wish to see on AIESEC in Germany social media? How would you solve it? Which pages from other companies would you use as reference for each one of these issues?*

3. *How can we innovate what we are currently doing on our facebook page? What themes/editorial lines would you suggest AIESEC in Germany to focus in 2018.2?*

MARKETING (Platforms)

Developer, Business Intelligence

1 *Propose technical improvements with different functionalities for aiesec.de. Think about the customer journey through it and what could you do to improve the user experience of our EPs.*

Link: http://aiesec.de

2 *How can the German IM team contribute to an improved and faster customer flow customized to Germans EPs needs?*
Come up with at least three recommendations of where IT could support exchange (e.g processes that could be simplified or automated, new solutions that could be implemented)

MARKETING (Platforms)

Community Engagement

1 *The network education of the usage of our systems (EXPA, et.c) isn't the best right now, how can we tackle this problem? Come up with solutions based on the improvement of the UX, Education locally and*
online and the execution.

2 *The reality being that the current Community Engagement even have time to focus on sustainable education, because all their time is eaten up by requests, In regards that your time for Community Engagement is shared with the time used to support the LCs in IT questions, gather feedback from the network and educate them, come up with less time consuming innovations.*

TM

1. *How can Talent Management be a Growth Driver?*

2. *Analyze the TM process in Germany: what would you focus on next semester and why?*

3. *Please visualize the TM Timeline from January to end of April and explain the three most crucial points for TM in the every month.*

4. *Please give an example structure of a consultancy talk with a VP TM*

5. *If the eagle would **not** be TM Germanys flagship - what would it be?*

6. *Where do you see the biggest challenge of a VP TM and how can the TMST support?*

7. *Please answer the questions on the next page for the position you prefer.*

TM

DATA MANAGER

1   *Please name 5 functions/ideas our national HR Data tool needs to have!*

2   *What do you still need to learn in order to succeed in this job?*

EDUCATION MANAGER

1   *What does the National Education Cycle need to contain to be a good one?*

2   *How do you think the interface to the NTT needs to look like?*

NETWORK MANAGER

1   *How will you make sure to met the networks needs?*

2   *What do you still need to learn in order to succeed in this job?*

BDT

General Questions (for all positions)

1. What is the role and purpose of the BD area within and for the whole organisation? How could it evolve in the future?

2. Why do you want to become part of the BDT & what do you expect from this experience?

Account Manager National Exchange

1. As Account Manager National Exchange, you are thee connection between the local level and the partner companies. How do you ensure transparent communication between company, interns and local level? And what will you do to ensure high quality exchanges and empowerment of the local level?

Account Manager Scholarships

1. For the delivery of Global Volunteer Scholarships, you will need to work strongly with the oGV network. What are **points of attention** regarding communication & network management and how would your **approach to work** with them look like? (If you want to, you can also design a timeline/ communication plan)

Sales Manager

1. What do you need to find out in a company meeting to determine if a company is a potential GVS/ GVP/ Y2B/ NaX/ NFB partner? Which questions do you ask and what do you watch out for? (please specify for **each** product)

FIN

Finance Chair

1. *As Finance Chair you will lead a team with up to 6 consultants. What makes you a good team leader? How would you lead your team (and the network)?*

2. *How would you see your contribution as Finance Chair to bring AIESEC in Germany to +0€ at the end of the year by using its resources to the fullest?*

3. *How do you ensure that you have all relevant information from all different stakeholders in order to bring the finance network further?*

4. *How do you envision good finance network management/engagement?*

FIN

Consultant

1 *How do you imagine the finance network for 1920? What are the major things that you would like to improve?*

2 *How does the perfect consultant look like? Where do you need to improve in order to become this kind of consultant?*

3 *How does the perfect finance routine for the network look like. What kind of Touchpoints, deadlines, education, communication...?*

FIN

Project Manager

1 *What makes you the perfect project manager for finance of AIESEC in Germany? What experience/skills to you have already? How can you contribute to bring AIESEC in Germany to sustainable financial growth?*

2 *How do you imagine the perfect financial framework of AIESEC in Germany? How shall controlling look like? How processes? What tools should we use, etc.? How shall all of this lead to +0€ result at the end of the year by using our (financial) resources to the fullest?*

3 *How do you imagine exact for 2019. What shall be adapted or changed? What shall be kept?*

4 *What kind of tools did you already create by yourself? Upload/Link them here.*

ECB

Chair

1 *How can you ensure that AIESEC in Germany will have fewer problematic cases during the 18.19 term?*

2 *What other commitments do you have and how are you going to maintain this with your responsibilities on the ECB?*

3 *How will you improve the current case solving processes?*

We grow
to move
Germany.
THIS IS OUR
PROMISE
Every day.

AIESEC IN GERMANY