Vacancy: Secretary

Yes, indeed, the Vrije Universiteit has its own radio station! With a studio in the StudentenD0k (Main Building), VU Campusradio is located in the epicentre of the VU campus. And from there, broadcasts and podcasts are produced for an audience consisting of students, employees, teachers, alumni and other interested parties. The Editorial Board is the organizational centre of Campusradio and it mainly consists of students. This board is engaged in recruiting new show makers, putting together broadcast schedules, training new show makers and promoting Campusradio’s content. With an exciting increase in the amount of new show makers, this academic year, the Editorial Board is looking for a

Secretary

Starting in January, at the start of 2021, we would like to welcome a new secretary to the organisational pillar of the board. We estimate the workload to be around 4 to 6 hours a week. As secretary you don’t necessarily have your own radio show, but you support the Editorial Board in supporting all show makers. In other words: you are the backbone of VU Campusradio. Together we’ll work on the expansion of our radio station, which has thus far proven to be a unique spot for students to learn new skills and share stories.

Currently the positions of Editor-in-chief and Assistant Editor-in-chief are also vacant. We are looking for both English- and Dutch-speaking candidates. The term of office is the duration of the current academic year, which ends in August 2021. By mutual agreement the term can be extended to include the following academic year.
Your tasks and responsibilities will consist of …

➔ … managing the Editorial Board’s inbox;
   ⇒ responding to emails that concern the secretary;
   ⇒ notifying board members to relevant emails;
➔ managing studio bookings;
➔ organizing the Editorial Board’s calendar and cloud;
➔ and taking minutes at Board meetings.

Your profile:
➔ You are either a VU student or VU alumnus/alumna;
➔ are passionate about organisational tasks;
➔ are a good communicator and enjoy working in a team environment;
➔ can easily combine the secretary-tasks with your current activities;
➔ and don’t mind working with flexible hours

Does this sound like something for you? Then send us an email with your CV and motivation letter to editorialboard.radio@vu.nl before Sunday the 6th of December! The interviews will take place on the 11th and 14th of December.

Please be so kind to send us your availability on these dates, too. If you have any questions concerning the position you can contact Marc Lamain (marc.lamain@hotmail.com) and for more information about VU Campusradio, check out our website (vucampusradio.nl) and instagram (@vucampusradio).