

# Project Coordinator

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The NSC Project Coordinators represent the consulting perspective within the board. They are in charge of managing and developing the consulting teams, from their recruitment, throughout the project duration until the final delivery to the client.

## **Member and Client Selection:**

- Within the client acquisitions process, PCs are expected to incorporate their experience to support the corporate relations team in selecting the most suitable client projects for the upcoming semester and formulating each project's scope
- Together with the People Operations department, PCs are responsible for the recruitment process of the new incoming consultants. After the selection of the consultants, PCs take the lead in allocating each consultant to a suitable project and client

## **Capacity building:**

- In corporation with the people operations department, PCs organize events within NSC to foster a regular exchange among project teams
- PCs help to connect Team Leads to available resources (professors, clubs, research centers, etc.) and within NSC

## **Project oversight:**

- Each PC is in charge of overseeing the process and mentorship of 4-5 different project teams to ensure each project stays on track and will lead to a successful delivery
- Internal midterm and final presentations are coordinated by PCs

For this role, effective communication and conflict resolution skills are imperative. PCs are the link between NSC members working on projects and the board, providing critical feedback on projects, clients, and consulting matters to improve and drive the club's future.

Additionally, providing feedback is also part of this role. The feedback process, together with the team leads' input will allow for a fair and equal career path for each consultant in the club. When intra-team conflicts or problems with the client arise, it will be the responsibility of PC to mediate and secure the ongoing project progress.

Lastly, Project Coordinators will be responsible for facilitating knowledge exchange between the different teams and organizing knowledge sharing bi-weekly meetings. This will promote best-practices to spread throughout the club, allowing each member to fully exploit experiences and get the best possible results.

To apply as **Project Coordinator**, please use [Application NSC – Fall 2024 – Project Coordinator] as the title of your email: [nsc@novasbe.pt](mailto:nsc@novasbe.pt)

For questions, please contact the current Project Coordinator: Ruben Dirksen Gomez (58289@novasbe.pt).