

Head of Project Coordination

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 client relations team in scoping and selecting the most suitable client projects for the upcoming semester
- Supported by the People Operations department, PCs will be leading the recruitments process for incoming consultants. Alongside the board members, PCs will select consultants and allocate project teams, assigning them to the available clients

Capacity building:

- Liaising with corporate partners, PCs coordinate trainings, masterclasses and workshops at the Kick-Off event and throughout the semester
- Connecting Team Leads to available resources (professors, clubs, research centers, etc.) and within NSC

Project oversight:

- Each PC will be in charge of overseeing the process and mentorship of 5-6 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 team leader input will allow for a fair and equal career path in the club. When intra-team conflicts arise, it will be the responsibility of PC to mediate and secure an ongoing project progress.

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

One PC will be chosen as “Head of Project Coordination” **to lead and represent the interests of all PCs within the board**. Please indicate if you would like to apply to this role.

To apply as **Head of Project Coordination**, please use [Application NSC – Spring 2022 – Head of Project Coordination] as the title of your email: nsc@novasbe.pt

For questions, please contact the current Project Coordinators: Viktor Gümüs (44173@novasbe.pt), Juliane Geus (44371@novasbe.pt) and Diogo Marques (diogo.marques@novasbe.pt).

Project Coordinator

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Head of People Operations

As a consulting organization, our people are our greatest asset. We pride ourselves on the quality of our consultants, who show exceptional commitment, curiosity, rigor and initiative to deliver the best results for their clients. We are growing and professionalizing as a club and want to ensure that we can continue to maintain this high standard in our members, and to provide them with opportunities to further develop as consultants. In close collaboration with the other board members, **the People Operations team will be in charge of the recruitment and training of our members.**

Member Recruitment and Selection:

- Prepare the application period, including reviewing application processes (forms, screening criteria, interview formats) and deadlines with the Project Coordinators
- Plan and schedule the recruitment interviews and liaise with applicants
- Communicate selection and rejection decisions to candidates
- Work with the Client Relations team, Internal Vice President, Project Coordinators and the President to effectively allocate selected consultants to teams

Events & Trainings:

- Plan team building events for consultants and board members (on and offline)
- Plan and organize workshops with our corporate and institutional partners
- Organize mid-term and final presentations/events

Management of the member base:

- Conduct satisfaction and feedback surveys to improve the experience of our members (recruitment process, project work, club dynamics, etc.)
- Manage alumni relations
- Prepare and issue certificates of membership for members

For this role, impeccable organization skills and a keen interest in people's development are a must. We are looking for a member who will be able to work autonomously and manage crucial member engagement and administrative processes, enhancing the experience of our members and strengthening the internal processes of the club.

The Head of People Operations will **lead and represent the interests of the PO team within the board.** Please indicate if you would like to apply to this role.

To apply as **Head of People Operations**, please use [Application NSC – Spring 2022 – Head of People Operations] as the title of your email: nsc@novasbe.pt

For questions, please contact the current PO team: Maria Freixa (32065@novasbe.pt), Beatriz Almeida (44707@novasbe.pt) and Ana Rita Martins (32352@novasbe.pt).

People Operations Officer

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Head of Corporate Relations

Corporate Affairs holds the responsibility for all of NSC's outward interactions with clients and partners. As such, they are ambassadors for the club, identifying and recruiting suitable organizations, closing valuable partnerships and creating synergies with our ecosystem.

The Head of Corporate Affairs will lead a team to successfully hold the following core activities:

Client Selection

- Review and formalisation of the client recruitment framework (application forms, evaluation criteria, launch strategy).
- Active prospection of clients, holding information sessions, reaching out via social media, NSC's network, professors, Social Leapfrog, etc.
- Evaluation of applications and selection of relevant clients.
- With the support of Project Coordination, scoping of the individual consulting projects.
- Creation of client information packages for the project team's kick-offs.

Client Key Account

- Management of relationships with clients during the semester, for issues related to satisfaction and project experience.
- Constant update on client contact database.

Client Ecosystem Management

- Engagement with past clients to collect feedback, project implementation prospects and maintain an active network of alumni organizations.

Corporate Partnerships

- Development and maintenance of relationships with external stakeholders and developing partnerships with corporations and institutions to enhance the offering to our consultants (capacity building, workshops, mentoring) and the club's position in the ecosystem.

Ecosystem Presence

- Active engagement with other Nova SBE clubs and institutional partners to promote events and share opportunities with our members.

To apply as **Head of Corporate Relations**, please use [Application NSC – Spring 2022 – Head of Corporate Relations] as the title of your email: nsc@novasbe.pt

For questions, please contact Rodolfo Peixoto (48553@novasbe.pt), Aurélie Riou (44804@novasbe.pt), Ana Godinho (39456@novasbe.pt) and Timothy Avondo (43901@novasbe.pt).

Corporate Relations Officer

Corporate Affairs holds the responsibility for all of NSC's outward interactions with clients and partners. As such, they are ambassadors for the club, identifying and recruiting suitable organizations, closing valuable partnerships and creating synergies with our ecosystem.

As a corporate relations officer, you will be responsible for selecting the clients that NSC will help during the semester, organize documents regarding the last for client-team match and in a later stage development of project feedback. It is also crucial the stimulation of partnerships with current partners, as well as seeking new ones.

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Marketing Officer

As a Marketing Officer, your role consists of supporting the marketing team to achieve its objectives throughout the semester. Under the supervision of the Head of Marketing, you are an active and essential contributor to the development and implementation of the marketing strategy of the club.

Community Management:

- Participate in the communication across all social media channels. Social media and website monitoring.
- Create quality content for the club's communication channels (social media, newsletter) and contribute to enrich the content plan with creative ideas.
- Create innovative and appealing designs for communications on social media, events, internal and external communications.

Events

- Participate in the organization of both internal and external events (contacting partners, planning the proceedings, collaborating with PO...)

Merchandise

- Develop merchandise products' design and contact relevant suppliers
- Distribute the final products to all the interested members

Equipped with a creative mindset, good communication and writing skills, and the ability to work in a small team, the Marketing Officer is a key enabler to further enhance the club's visibility within NOVA SBE up to Lisbon impact scene. He/She is not only the source of creative ideas, but also the executioner who likes to get things done. Your ability to give and receive feedback makes you a great addition and constructive member of the team. The Marketing Officer is an enthusiast who takes pride in promoting NSC's mission and vision.

Are you full of ideas on how to better promote the club? Are you eager to develop your skills by working with new and concrete marketing tools? Then don't miss your chance, apply to become a Marketing Officer!

To apply as **Marketing Officer**, please use [Application NSC – Spring 2022 – Marketing Officer] as the title of your email: nsc@novasbe.pt

For questions, please contact Sophie Hufnagel (44016@novasbe.pt), Filipa Sampaio (32006@novasbe.pt) or Klara Košar (50998@novasbe.pt).