



UTRECHT COMMITTEE

CSA is excited to announce that we are recruiting event planners for the Utrecht Committee for the academic year 2025-2026! The Utrecht Committee is CSA's dedicated team responsible for organizing and executing a wide range of events in Utrecht. These events span various categories, including social gatherings, cultural celebrations, and educational workshops.

WHAT WILL BE YOUR ACTIVITIES AS AN ACTIVE MEMBER OF THE UTRECHT COMMITTEE?

The purpose of the Utrecht Committee is expanding CSA's domain to Utrecht and introducing potential members to our association through the organization of events. Within the committee, you will be working with a motivated and diverse group of people. Every member will have various roles and functions such as:

HEAD

The Head of the Utrecht Committee will act as the intermediary between the Board and the committee. The responsibilities of the Head include scheduling and leading committee meetings, the overall event planning and expansion processes, and keeping an overview of all the tasks of the individual committee members.

SECRETARY

The Secretary will play an essential role in documentation, ensuring that all plans, meetings, and decisions related to the events and CSA Utrecht expansion are well-documented and accessible. Furthermore, the Secretary assists the other committee members where possible and thinks of ways to increase the working efficiency.

TREASURER

The Treasurer keeps financial oversight of the Utrecht Committee. This role consists of making budget plans for events and thinking of ways to allocate specific budgets for activities and materials supporting CSA Utrecht's growth. Therefore it is important to stay in close contact with the Treasurer of the CSA Board.

MARKETING COORDINATOR

The Marketing Coordinator is responsible for the marketing of all CSA events in Utrecht. This includes drafting up and launching the promotion of events through the CSA Utrecht Instagram page, website, along with other social media platforms. You will be the creative engine behind CSA Utrecht's public presence.

EVENTS COORDINATOR

The Events Coordinator will act as the project coordinator for all events in Utrecht, coming up with fun concepts for events that attract new members and expand CSA's presence in the city. From the early concept stage to the final execution, you will be closely involved in every step, ensuring that each event aligns with the association's goals and vision.

Keep in mind that having a specialized role does not mean that your activities will be monotonous and limited to your function. Together you will be responsible for conceptualizing, planning and executing a diverse array of events, ensuring each event runs smoothly and successfully. During the year, you will be working closely with all the committee members and you will have room to brainstorm and suggest ideas for all kinds of events. As the Utrecht Committee is still a relatively new initiative, not much has been set in stone yet. Therefore, you can be as creative as you want!

WHAT DOES CSA OFFER?

We offer you a place to foster your entrepreneurial mindset, ideas and give you the platform to execute these. Moreover, we will actively help you develop your competencies which will greatly benefit your professional career. You will be part of the CSA family and its fun and inclusive internal culture. Hereby expanding your network by becoming part of CSA's extensive network of professionals and alumni through which you can collaborate with students and professionals from diverse backgrounds. Lastly, we provide a fun and multicultural environment in which you can experience first-hand how to manage yourself in a cross-cultural context.

WHO ARE WE LOOKING FOR?

As an Utrecht Committee member, you have to be a person who is not afraid of exploring new opportunities and taking risks. You have great organizational skills, and are flexible and creative in order to launch a number of diverse events in Utrecht. Additionally, you are not afraid to engage people into activities and conversations or want to develop this skill. Lastly, you are a team player and confident in working independently. Are you a creative person who would like to host events in Utrecht? Then CSA is a great place for you to develop your professional, social and planning competencies and above all, have a great time! **You do NOT have to be Chinese to apply.**

Things we look at during the selection (but are not bound to):

- Affinity to Utrecht (studying at Utrecht University or the Hogeschool Utrecht is a plus!)
- English proficiency
- Organizational and team-working skills, and a detail-oriented mindset.
- Being flexible and creative

WHO ARE WE LOOKING FOR AS THE HEAD?

Apart from the profile that is described above, we are looking for a head who:

- Would like to lead a team and would like to further develop their leadership skills
- Has a clear focus and can think critically
- Has the ability to motivate team members
- Can keep the overview over all the current processes within the committee

Can you picture yourself in this profile and are you motivated to work with like-minded individuals in an exciting and professional team? Go to:

<https://csa-rotterdam.nl/actives-recruitment/>