The Maastricht Graduate School of Governance is looking for Student Affairs Officers

The Maastricht Graduate School of Governance (MGSoG) of Maastricht University is integrated within UNU-MERIT; MGSoG is the centre for UNU-MERIT’s double degree Master of Science in Public Policy and Human Development, which aims to train public policy professionals for the global community. UNU-MERIT, including MGSoG, has been closely involved in research for a variety of UN agencies, including the International Labour Organization (ILO), the United Nations Children’s Fund (UNICEF), the United Nations Industrial Development Organization (UNIDO), and the World Bank. Overall the institute functions as a unique research centre and graduate school for around 100 PhD fellows and 140 Master’s students. It is also a UN think tank addressing a broad range of policy questions on science, innovation and democratic governance. More information about the School and its programmes can be found on www.maastrichtuniversity.nl/governance.

For the Office of Student Affairs of the School we are looking for 1-2 Student Affairs Officers (1.5 fte).

As a Student Affairs Officer you function as a main point of contact for our students, course coordinators and tutors about all manner of things: timetables, course manuals, rules and regulations, transcripts and statements. The main tasks include:

**Scheduling**
Planning and scheduling of all School of Governance courses within the MSc ans PhD programmes, and providing information and assistance to students and staff regarding the schedules. It also involves composing the frame schedules, attendance sheets, compiling facts and figures for the School’s management.

**Exam coordination**
Planning and organisation of exams and resits.

**Thesis coordination**
Registration of thesis supervisors, contact with supervisors, assigning second readers, planning thesis defenses, in close cooperation with the thesis coordinator.

**Education committee**
Serve as committee secretary, organise meetings, take minutes, disseminate committee findings and course evaluations.

**Course catalogue**
Contact with course coordinators to make sure that the course content is up-to-date.

**Processing exam results**
Making sure exam results come in on time, registering results of exams and thesis defenses.

**Daily management of the Student Affairs inbox and front office**
Organising and attending introduction days, closing ceremonies and open days.
We ask:
MBO+/HBO education and working level; experience with or affinity for students and scheduling; experience with the Syllabus+, SAP-SLcM software programs and MS Excel skills are a must. The language of communication is English; therefore, excellent proficiency in English (orally and written) as well as Dutch is needed. We are looking for someone who is flexible, independent, accurate, able to work under pressure, but above all customer friendly. If you are a trouble shooter who likes to puzzle and solve problems, you are the colleague we are looking for.

We offer:
- a contract for a period of 12 months, after which an extension is possible
- a gross salary (between € 2.204 and € 3.358 on a fulltime basis in scale 7 or 8, UFO profile "medewerker studentzaken", level 3 or 2) depending on experience
- an international and top rated environment

The terms of employment of Maastricht University are set out in the Collective Labour Agreement of Dutch Universities (CAO), supplemented with local UM provisions. For more information on terms of employment, please visit our website www.maastrichtuniversity.nl > Support > UM employees.

Information and applications
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Please send a CV and motivation letter no later than 22 October.