

The student organisation at Cphbusiness is looking for:

Head of Communication

Cphbusiness Students

The student organisation is structured with a board of directors, 3 departments: (Business, Event, Bar) and 3 staff functions (Communication, HR and Finance).

Head of Communication is the head of the Communication department and is part of the student organisation's management group.

The tasks

The Head of Communication and the communication department is responsible for all internally and externally communication from Cphbusiness Students. The communication department also helps all the other departments with making visual content to promote the student organisation's events and activities. You will work closely together with your communication team and the members of the management team.

On a day-to-day basis, you will be in charge of:

- Managing and motivating the communication team;
- Creating a constructive and positive environment for the communication team;
- Maintaining an overview of the student organisation's communication;
- Coordinating the communication with the other departments so no misunderstanding occurs;
- Assigning tasks and shift resources where they are needed the most;
- Leading the planning and execution of all visual content;
- Managing the budgets in the Communication department;
- Evaluating the communication together with your communication team, solve issues and work on possible improvements;
- Managing, planning and executing meeting in the Communication department including making presentations and minutes for the meetings;
- Administrating the documents related to the activities in the Communication department;
- Attending monthly management meetings;

You can expect at least 2 monthly meetings (approx. 2 hours), where you are expected to participate. You can also expect approx. 6 hours for administrative work per month.

Your skills

- You have good leadership skills and are able to delegate tasks;
- You have excellent people skills;
- You have a passion for communication and visual content;
- You are a responsible and ethical person – you follow the guidelines, rules and take responsibility for your actions;
- You are structured and organised;
- You are able to work in Photoshop, Illustrator and/or InDesign (Illustrator is preferred);
- You have a sense for grammar, punctuation and graphic design;
- You are a good team player;
- You are fluent in Danish and English written as verbally;
- You are good at multitasking.

Benefits

- You will receive a diploma stating your effort and work tasks signed by the president of the student organisation and the president of Cphbusiness;
- You will develop your skills within communication and management;
- You will get practical experiences for your CV within these fields:
 - Management
 - Content managing
 - Branding
 - Graphic design
 - Communication and communication strategy
 - Marketing
 - Organisation and volunteerism;
- You will get the opportunity to put your theoretical skills into practice;
- You will be responsible for your own tasks;
- You will be a part of an active student environment and gain a valuable network both socially and professionally.

Conditions of employment

The position is volunteer and non-paid.

The position lasts until 30st of June 2017 and can be extended while you study at Cphbusiness.

We expect you to take full responsibility for the tasks you agree upon and deliver to your best capabilities. If the tasks are not being fulfilled, you will be released immediately from your position.

You will start as soon as possible.

Application

Apply for the position by writing an email to: students@cphbusiness.dk, along with a motivation letter. Please mark the subject line "Application –Head of Communication".

Deadline: As soon as possible. The position will be filled when we find the right candidate.

Learn more

If you want to know more about the position you are welcome to contact Helene Borgstrøm, the current Head of Communication at communication@cphbusiness.dk