

*The student organisation at Cphbusiness is looking for:*

## **HR Manager**

### **Cphbusiness Students**

The student organisation is structured with a board of directors, a presidency, several functions and project groups that vary every semester.

The HR Manager will be connected to the presidency and work closely with the President and the Vice-President.

### **The tasks**

As the HR Manager, you will be in charge of managing the recruitment of functions, members and volunteers. In addition, you will:

- Manage the database of all current and previous volunteers within the student organisation;
- Know key skills and personal characteristics needed for the different positions in the student organisation;
- Create recruitment posts when needed and distribute position applications;
- Create volunteering diplomas and personal recommendations;
- Contribute to organise an annual event to thank the members;
- Support the presidency when planning events and/or conferences for the members and volunteers;
- Competence development of the members volunteers in collaboration with the presidency;
- Help support the working environment of the project groups;
- Help solve any conflicts that may arise in collaboration with the presidency.

### **Your skills**

- You are organised;
- You are fluent in all aspects of English;
- You are discrete and ethical;
- You are a good judge of character;
- You can work with many groups of people;
- You can keep a grounded and neutral stance when solving conflicts.

## 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 human resource management;
- You will get practical experiences for your CV within these fields:
  - Motivation management
  - Human Resource
  - 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.

## Requirements

As the responsible person for a function, there are the following requirements to be met in order to fulfil the responsibility and receive the benefits:

1. You must fulfil the tasks related to your function
2. You must participate in the status meetings (3-4 each semester)
3. You must be available for promotion of the student organisation e.g. helping with introducing the student organisation for new students during the intro days
4. Attend the Volunteer Conference held each semester for all the volunteers within the student organisation
5. Attend the Annual General Meeting (AGM) in the Fall semester (if you are a part of the student organisation during Fall semester).

## Conditions of employment

The position is volunteer and non-paid. It will last for one semester 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.

## Application

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

## Learn more

If you want to know more about the position you are welcome to contact Charlotte Dalgaard Petersen at [cdp@cphbusiness.dk](mailto:cdp@cphbusiness.dk)