

## Finance

- **Financial Assistant**

Finance branch is the best opportunity for you to get some practical financial experience during your studies. You will be responsible for the bookkeeping and lot of other things in the area of the financial management. You should be motivated to work up to 4 hours per week, be very self-consistent and ready to work on Saturdays too. Being a good communicator is also a plus.

## Project teams

- **Latin American Day**

Latin American Day is a conference, which takes place once a year in spring and focuses on important topics and issues concerning Latin America. It brings together motivated students, brilliant speakers, corporate representatives and influential diplomats in order to ensure a vivid atmosphere and a fruitful discussion about the perspectives and actual world challenges.

## International Internship Program

If you would like to go abroad to do an internship, we would like to help you to find a suitable opportunity. We offer development-, educational- and management-internships around the world. You do not have to be an AIESEC member to be part of this experience. For more information do not hesitate to contact us, to join our info event or to visit our homepage.

**Apply online until 10<sup>th</sup> of October**

[www.aiesecsg.ch](http://www.aiesecsg.ch)

### **Info Event**

7<sup>th</sup> of October, 18.15, 09-012

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# Join a Global Network

# AIESEC



**Go on an internship abroad**

**Gain leadership experiences**

**Develop your soft-& hard skills**

**Participate in national & international conferences**

**Create a multicultural network**

**AIESEC** 

The international platform for young people to explore and develop their leadership potential

## What is AIESEC

AIESEC, the world's largest student-run organization, active in over 1'700 universities across 110 countries with approximately 55'000 members worldwide, is the most prominent international platform for young people to explore and develop their leadership potential and to have a positive impact on society.

AIESEC has over 60 years of experience in developing students into globally minded leaders. It offers students the opportunity to be part of an organisation, where they can build global personal networks, benefit from international internships, develop entrepreneurial and leadership skills and gain inter-cultural awareness through international conferences, which cover issues of great actual importance.

## AIESEC St.Gallen

The Local Committee in St.Gallen focuses its activities on two specific areas: The AIESEC International Internship Program and team projects.

The purpose of the AIESEC Internship Program is to give AIESEC members and other students at the University of St.Gallen the opportunity to go on an international internship (Team "Exchange"). On the other hand we build new partnerships with companies and foster existing ones, in order to maintain and expand the numbers of possible internships here in Switzerland (Team "External Relations").

Team projects such as Emerge, Latin American Day and Gobeyond specialise in the organisation of conferences and events concerning the world market, global issues, or career perspectives.

## Your Opportunities

### External Relations

- **Sales Team**

As a member of the Sales Team you will be assigned to a team, which is responsible for approaching companies in one specific sales area. At this position you take the challenge of selling the AIESEC International Internship Program by all means (calling companies, attend company meetings, attend networking events etc.). It's important that you can fluently talk in German, have good communication skills in general and feel comfortable talking to people you don't know. Further you should have a strong appearance and be able to act and talk convincing. Further you need to be ambitious, be willing to learn to understand our product and develop selling skills.

- **Media Communication Coordinator (MCC)**

As the Media Communication Coordinator you are responsible for looking for possibilities to advertise AIESEC (with focus on the AIESEC International Internship Program) in newspapers, journals, Internet etc. and will also write the articles. The MCC will also follow up with AIESEC Alumni and try to use their contacts and knowledge. Very important for this position are superior writing skills in German and English and communication skills.

### Exchange

- **EP-Manager**

The EP Manager accompanies the exchange participant through the whole internship process. He is responsible for the matching of the exchange participant, the constant contact throughout the internship and the reintegration into the Local Committee. Required competences are effective communication, cultural sensitivity, commitment to results, awareness of others as well good English skills.

### Marketing

- **Chief Designer**

Your main responsibility is to create and design AIESEC's marketing material such as flyers, posters and brochures. You will have the opportunity to develop AIESEC St. Gallen's own branding and increase its awareness through your creativity. Therefore we look for students who feel comfortable using Photoshop, Illustrator or Indesign.

### Human Resources (Talent Management)

- **Vice President Talent Management Assistant**

You will be assisting the Vice President Talent Management. You help organizing the recruitment, the interviews and you are going to track our members. Therefore your job includes evaluating competencies and skills of our members as well as checking their satisfaction and needs within the organization. During the recruitment period you will evaluate the member situation, clarify lack of knowledge and help finding suitable new candidates. We expect you to be a team player, to have good organizational skills and to be able to work independently.

- **Internal Event Manager**

You will be responsible for organising internal events for the members of AIESEC St.Gallen. Therefore it is necessary that you possess very good organisation skills and that you are a good team player. You also need to be able to think out of the box and be innovative. You will have a lot of freedom to come up with your own ideas and to organize them successfully.

- **Learning Partner Provider**

You will be responsible for helping the EB (Executive Board) to organise Local Committee Meetings (LCM) by providing them with learning partners and speakers as well as organizing workshops for students and members. You will evaluate possibilities, contact interesting learning partners and take care about their involvement. Therefore you should possess good organisation skills and be able to convince potential speakers and learning partners.