

## Jobstudent (8h/week) Team Builder Green Office for KU Leuven

Sustainability Office – Green Office for KU Leuven // August 2022 – June 2023 // 8h

### Green Office for KU Leuven

**As a Sustainability Hub, the Green Office for KU Leuven connects and strengthens sustainable initiatives, projects and ideas within the KU Leuven Community and beyond.** We ensure that students find their way within the existing sustainability landscape, that like-minded people can meet and complement each other, so that we can build a more sustainable university and future together. We're open to ideas, questions, knowledge exchange, project proposals and collaborations from all possible directions that are in line with our own objectives. The Green Office is **an organization lead by students, supported by and working closely together with the Sustainability Office of KU Leuven, LOKO and Stura.** With a number of seats on the Sustainability Council, we are **also involved in the Sustainability Policy of KU Leuven.**

This academic year we reconsidered our vision, mission and goals. We built a new structure and are now **looking for proactive, strong candidate job students** who are open to a challenge, who want to learn by trial and error, love to network and actively look for opportunities and strategically embed sustainability into the lives of our students and university.

**Working at the Green Office is not your regular student job. From the start you get to work very autonomously. You get great independence and responsibility in doing your job, you learn a lot of skills that you would otherwise only learn in your post-student work life.**

### Team Builder (8h/week)

You will further expand the Green Office together with the team of coordinating job students and a team of enthusiastic voluntary members. **As a Team Builder**, your main goal is to know what is going on in the Green Office team. That means you play a very important role from building the team up to managing it. **Soft and people skills are very important** in this job.

Internally, in addition to being a team player, **you are co-coach of the operational team of volunteers.** You support them where necessary with information and guidance in the field of organization and you **ensure a good team spirit!**

As a job student, you work **8 hours a week** for the Green Office. The range of duties requires a **flexible arrangement of these hours**, compatible with your classes and schoolwork. We expect to see your passion for sustainability (in the broad sense of the word) reflected in your job. In addition to your working hours, you have to be willing to **spend some of your free time** on weekly team meetings and team building activities throughout the year.

### Jouw profiel:

- You are a KU Leuven (association) student in the academic year 2022-2023
- You are proactive and know how to tackle things
- You have the necessary soft skills, such as active listening, communicating, being empathetic, problem-solving, critical thinking, and being able to take up leadership
- You are honest and transparent
- You are team oriented
- You have a great interest in people manager skills
- You love to look for fun activities to organize for the team
- You can organize and coordinate
- You like the idea of coaching, and you would like to develop this skill
- You investigate what the needs are within the team and you organize the necessary training sessions or workshops
- You can express yourself clearly in English (speaking and writing) and Dutch (writing and reading) – Yes, Google Translate is our friend

### Plus points:

- You are available for 2 to 3 weeks in August to get initiated in the Green Office and prepare for the start of the academic year (other availabilities can be discussed)
- You are available between September 12 and 23 for a few start-up days and a full-/part-time start-up week before the start of the academic year
- You are actively interested in sustainability

### What will you do?

- Together with the rest of the coordinating team, you are the voice and face of the Green Office. In concrete terms, this means, for example, that you make various auditorium visits at the start of the academic year and man information stands at the Orientation Days and Student Welcome to promote the Green Office.
- You are responsible for planning auditorium visits at the start of the academic year to promote the Green Office and to recruit volunteers. (Aula visits are with the whole coordinating team)
- You actively contribute to the weekly team meetings
- Together with the other coordinating members you coordinate, support and coach the operational team of voluntary members.
- You organize Open Meetings with the goal of encouraging students to become a member of the Green Office and to be part of the operational team.
- Together with the coordinator of the Green Office, you review the needs of the Green Office and include these in your recruitment of voluntary members.
- After recruiting new volunteers, you organize an introductory meeting with everyone in the team.
- You assess the current membership model (working with volunteers), investigate other possibilities of volunteering and report on this to the Coordinator
- You coordinate, support and coach the operational team of volunteer members together with the other student coordinators.
- You ensure that the existing team feels good, that members are heard
- You look for solutions to problems
- You let mutual conversations take place when necessary

- The Green Office is part of the Green Office Movement (GOM): you look into the knowledge offered by the GOM and make sure this information reaches our team as well.
- In the spring (March) you organize a team building weekend/day. (You will receive the necessary support for this from your colleagues and the operational team)

### What does the Green Office has to offer?

A job at the Green Office is not your regular student job. It is a job that gives you a hint of what real work life can be like. At the Green Office you are not 'just a job student', on the contrary: you are the Green Office. You learn a lot of skills that you would otherwise only learn in the real workplace:

- You'll learn to
  - take responsibility
  - act pro-actively
  - know what teamwork means in the workplace
  - network and collaborate with many different types of people
  - plan and evaluate
  - think long term and make short term decisions
  - meet efficiently, prepare meetings and take reports
  - help an organization grow and transfer knowledge to your successor(s)
  - coach
- You learn how a large organization like KU Leuven works and you get to know many of its facets
- you get the opportunity to develop a network inside and outside KU Leuven and get to know a lot of sustainable initiatives
- the working language at the Green Office is English, so your English skills will get a big boost!
- we offer a contract for an introduction period of 2 to 3 full-time weeks in August, a contract of 8 hours per week for the period September 2022 to May 2023, with the possibility of extension next academic year. The standard allowance for KU Leuven job students applies. Hours are flexible and are filled in in consultation with the team.
- An office where you can come and work, meet and study at will.

The Green Office has 1 full-time staff member (Green Office Coordinator), who is responsible for supporting, coordinating and coaching the team. You can always contact him/her/them with questions, problems, suggestions, ideas, proposals: you name it!

Do you currently have any specific questions about the position? Do not hesitate to contact the coordinator: Ashley Mertens, [ashley.mertens@kuleuven.be](mailto:ashley.mertens@kuleuven.be) , +32 16 37 43 30

**Are you the right person for the team? Send your CV and motivation letter in which you indicate why you are the most suitable candidate for this job to [ashley.mertens@kuleuven.be](mailto:ashley.mertens@kuleuven.be). You can respond until May 16, 2022. If you have been selected, you will be invited for an (online) interview.**