

Summer Project managers application



LC Project Managers' Job Description

- Team Management
- Select members in your team
- Creation of functional project plans and set goals with functional LCVP
- Achievement of set goals
- Coaching of Team Members
- Distribution of tasks to TMs and tracking
- Organizing and delivery of project meetings every week
- Updating of Efficiency Development program in Podio every week. PDP & Evaluation forms tracking
- Communicate with LC VPs as a coacher once a week
- Visit Presidents' meeting (LCP with PMs) every time they are held
- Make a report in the end of your project

LC Project Managers' Responsibilities

PARTICIPATION IN :

- Functional meetings for PMs
- All LC gatherings (e.g. LC meetings, EB&PM Meetings, PTMs)
- Regional & National conferences
- Main LC operations (Preparation of Induction for members)

Election procedure

1. Applications: DDL to send – *14 November , 23.59*

Application is your answers for General and Functional questions given in this booklet below)

Application has to be sent to mariadik0301@gmail.com. It should be in .PDF or .PPT with the subject “[PM APPLICATION] NAME, NAME OF THE PROJECT”

You can make an Application in your own style and design.

2. Interview: *15 November* each candidate have to be interviewed by an EB representative

3. Elections: TLs will be elected according to the results of an interview, application and speech. The election is on the *16 November*

iGV Department

We need in:

4 Project Managers

Duration: 10 January – 31 August

iGV Responsibilities

A surfer in a black wetsuit is riding a green surfboard on a large, curling wave. The sun is shining brightly in the upper left, creating a lens flare effect over the water. The background shows a clear blue sky and a sandy beach in the distance.

- Make a clear concept of the projects based on one the SDGs (social projects)
- Raising of the TNs
- Approving of the foreign interns
- Raising of the Hostels & Host Families
- Prepare Delivery for interns
- Prepare Lead and IPS

iGT Department

We need in:

1 Project Managers

Duration: 10 January – 31 August

iGT Responsibilities

A surfer in a black wetsuit is riding a wave. The sun is shining brightly in the sky, creating a lens flare effect. The water is a vibrant blue-green color.

- Raising of the TNs of companies in Education, Marketing, Start ups sphere (professional experience)
- Approving of the foreign interns
- Prepare Delivery for interns
- Prepare Lead and IPS

oGV Department

We need in:

2 Project Managers

Duration: 10 January – 31 August

oGV Responsibilities

- Making partnerships with hosting LCs (skype chats, etc);
- Finding out what exact issues we have with these countries now and ways of solving them (AIESEC issues);
- Making lead-program in cooperation with the hosting entity;
- Matching and all the activities to make this process faster: info-sessions, etc;
- Support the marketing department in finding new EPs;
- Servicing of EPs: helping with visa, insurance, activities between matched and realized, involving EPs in the LCs' activities;
- Organizing (raising included) and holding OPSes and RISes for EPs;
- Ensure the fulfillment of S&S and tracking NPS
- Raising University to partnership

oGT Department

We need in:

2 Project Managers

Duration: 10 January – 31 August

oGT Responsibilities

- Making partnerships with hosting LCs (skype chats, etc)
- Finding out what exact issues we have with these countries now and ways of solving them (AIESEC issues)
- Making lead-program in cooperation with the hosting entity
- Matching and all the activities to make this process faster: info-sessions, personal meetings, etc.
- Support the marketing department in finding new EPs
- Servicing of EPs: helping with visa, insurance, activities between matched and realized, involving EPs in the LCs' activities
- Organizing (raising included) and holding OPSes and RISes for EPs
- Ensure the fulfillment of S&S and tracking NPS

General questions

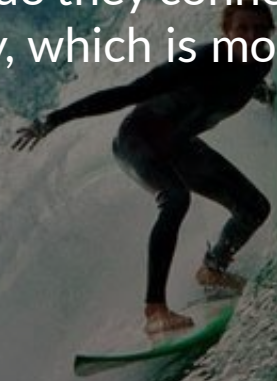
RART 1

1. Name
2. Telephone No.
3. E-mail, skype, VK
4. Date of joining AIESEC
5. English Level (Basic, Good, Excellent, Native)
6. Past positions held (inside or outside AIESEC). Please provide: Date/Position/Key Learning Point and results achieved relevant to Project Manager position
7. Why have you decided to apply for the TL position? What do you personally want to gain from this experience?
8. What are main challenges do you think you may face during your project (challenges may not be related to AIESEC)? How do you plan to overcome them?
9. What is your biggest achievement and biggest failure in AIESEC or outside it? What have you learned from that?

General questions

RART 1

10. What is the most common negative feedback you receive from your peers and colleagues?
11. What are your values in life? How do they connected with AIESEC values?
12. Please, name one personal quality, which is most unique to you and best describes you. Explain your choice.



General questions

RART 2

1. Why AIESEC is relevant for Saint-Petersburg?
2. Explain what is AIESEC in max 2 sentences.
3. What are the characteristics of an ideal team, from your point of view? What will be your actions as a team leader to develop these characteristics within your team? Please, provide: characteristics of an ideal team (at least 3) – your actions as a team leader (at least 3).
4. What are your expectations toward your Functional Vice-President and Manager's team?
5. What will you do if you are not elected as a Project Manager?

iGV Questions

1. What is the mission of the project?
2. What is your goal for the project (settle a number)?
3. Timeline and pipeline
4. Make analysis of the project according to conversation with previous leader
5. How do you see interns' Job Description?
6. Who is going to be your TN-takers?
7. Write a budget
8. How do you plan to provide an accommodation?
9. How do you plan to provide a cultural program?
10. How do you plan to raise volunteers?

iGT Questions

1. Which positions is relevant to develop in St. Petersburg's companies? Why do you think so?
2. Target for companies with whom you plan to work
3. What is a difference of the position in startup from the position in another company?
4. Make SWOT-analysis of product iGT, iGE
5. What kind of people do you need in a team? Which roles will they have?
6. How do you see the work with the VP iGT?
7. How will you work with your team?
8. How many time can be given to work in the afternoon and evening?
9. Why can you be proud of at the end of the project?

oGV Questions

1. What is the value of Global Citizen program for Saint-Petersburg, university and students?
2. Which partnerships do we have now with others countries? Make a list of potential and real LCs- partners. What are the results of these partnerships?
3. Please, make SWOT analysis of oGV program in your LC for previous realizations
4. What initiatives can you suggest for faster matching?
5. Which goal you have? How you want to achieve it? Which new you can do to achieve it?
6. Present your pipeline and timeline for the project
7. How you imagine cooperate with other departments in a corner?
8. How will you track S&S? Why are they needed?
9. What is NPS and how are you going to use it?
10. How do you imagine working on LEAD-program with the hosting entity? How should it look like?

oGT Questions

1. What is the value of Global Talent program for Russia, university and students?
2. Which partnerships do we have now with the chosen country (countries)? Make a list of potential and real LCs- partners. What are the results of these partnerships?
3. Make an analysis of the AIESEC issues between Russia and the chosen country. What are they? Make suggestions to solve them.
4. What initiatives can you suggest for faster matching?
5. How will you cooperate with other departments in a corner?
6. How will you track S&S? Why are they needed?
7. What is NPS and how are you going to use it?
8. How do you imagine working on LEAD-program with the hosting entity? How should it look like?

A vibrant background image of a surfer riding a wave. The sun is shining brightly in the upper left corner, creating a lens flare effect. The water is a deep blue-green color, and the surfer is in the center, riding the face of the wave. The overall scene is dynamic and energetic.

So Proud of you!

Send your application to VP TM Maria Dik

MARIADIK0301@gmail.com

Add in vk: vk.com/id11562954

Deadline for application is 23.59 14.11.2016



**Fire up the spirit
Choice to be great**

**Be brave.
Take risks.
Nothing
Can substitute
Experience.**