

International Students Academic Innovation Platform (ISAIP)

Are you looking for an Association where you can

- Discover and develop innovative research
- Collaborate with colleagues and improve academics skills
- Inspire innovative research among students

?

If your answer to this question is **YES**, **ISAIP** has an exciting opportunity for you in the following Positions of its departments.

1. Manager

+ Position: General Manager

+ Vacant Positions: 1

+ Responsibilities

- Coordinates the activities performed in each department;
- Produce a report of the activities performed in each department and present it to the governing body (President and Vice-President);
- Play the role of liaison between the governing body and the other departments.

2. Secretary

+ Position: Secretary Assistant

+ Vacant Positions: 2

+ Responsibilities

- Write all reports pertaining from the activities at hand and also from the regular meetings organized by ISAIP;
- Laisse with the designated person by international office in ensuring the news are published;
- Keep the platform posted of the news and minutes;
- Responsible to write letters (such as invitation letters) as well as to delivery it.

3. Academic Department

+ Position: Staff

+ Vacant Positions: 2

+ Responsibilities

- Make and analyze academic data such as tests available for competitions (geology, petroleum eng., etc);

- Perform preliminary review of presentations for seminar participants;
- Conduct negotiations with scientists (professors, teachers, experts) in order to get their agreement for taking part to events organized by ISAIP (such as seminar, workshop, debate, competition and lecture);

4. Finance and Legal Department

 **Position: Staff**

 **Vacant Positions: 2**

 **Responsibilities**

- Pay invoices and expenses;
- Produce and assign budgets, capital plans, and cash flow forecasts;
- Monitor and manage financial plans;
- Auditing and reporting on organization condition.

5. Human Resources Department

 **Position: Staff**

 **Vacant Positions: 2**

 **Responsibilities**

- Design, develop and maintain the complete recruitment procedure for the new members of ISAIP ;
- Foster the commitment of the new members and work to ensure the retention of the current members ;
- Monitor the performance of ISAIP members (participation in meetings and the activities of ISAIP, compliance with their work tasks on time, others) ;
- Coordinate annual elections process.

6. Marketing and Social Media Department

 **Position 1: Head of Department**

- **Vacant Positions: 1**

 **Position 2: Staff**

- **Vacant positions: 4**

 **Responsibilities**

- Work to increase student and alumni awareness of CUPB;
- Foster engagement on social media;

- Create a marketing strategy for ISAIP as well as CUPB;
- Promote events and programs sponsored by CUPB and the ISAIP;
- Responsible to conduct interviews and write news;
- Play the role of MC's in events organized by ISAIP.

7. Strategy and Planning Department

+ Position: Staff

+ Vacant Positions: 2

+ Responsibilities

- Prepare planning methodology;
- Prepare annual, semi-annual and monthly plans;
- Organize, plan, coordinate and properly control the methods used to implement the activities;
- Coordinate with the finance department in the preparation of annual, biannual and monthly plans;
- Find the best approaches which can make the ISAIP events more fruitful.

8. Technical Department

+ Position: Staff

+ Vacant Positions: 2 (One Lady & One Gentleman)

+ Responsibilities

- Generate and Supervise Social Media Accounts;
- Organize and Implement Logistics for the Events;
- Conceive and Preserve ISAIP Database;
- Join forces with other departments.

Note: You can apply to these offers by scanning the following Qr code to fill the application form.

