



Events Officer



Human Resources Team Description:

The HR Team is responsible for overseeing the overall well-being of the organisation and its members. It is also responsible for the organisation of in-person Asclepios events and document organisation. If you were ever interested in working HR in a mainly STEM based setting this is the team for you!

Events Officer Description:

As an Events Officer, you will be responsible for helping to organise the logistics of larger in-person Asclepios events such as the Integration Weekend, Extreme Environment Training, Dress Rehearsal and the final mission. This will involve constant communication with members of the organisation to understand accommodation, food and travel requirements for the team as well as scheduling mini-events for the team to participate in.

Key information for role:

- **Average hours required per week** - 2-3 hours regularly / 8-12 hours when close to big events.
- **Tasks and Responsibilities:**
 - Attend regular meetings with the HR team to give and collect updates for the heads
 - Understand the requirements for the in-person events and help organise logistics for accommodation, food, and travel
 - Communicate with members and help suggest best travel routes and arrival times
 - Communicate with finance team and event hosts to organise logistics and costs
- **Essential Requirements for Role:**
 - Dedication
 - Teamwork
 - English fluency

- Strong communications skills
- Will to learn and grow together :)
- Enthusiasm for working in a Space / STEM student project

- **Desirable traits for role**
 - Experience in event organisation and management
 - Experience working in student organisations
 - Multi-lingual skills (French, Spanish, Italian are advantages)
 - Driver's licence

Inclusivity Statement

Don't meet all the requirements? That's okay, one thing all applicants that are chosen show in common is their passion for Asclepios and their passion for the mission. Feel free to apply for any role you think you will enjoy. At Asclepios, we have a very welcoming environment and ensure no one is left behind. We are one big international family!