



Human Resources 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!

HR Officer Description:

As a HR Officer, you will be involved in the day-to-day logistics of the Asclepios mission, by assessing member satisfaction through forms and dealing with any internal complaints. HR Officers will also aid in the recruitment process, evaluate CV's, read cover letters and interview potential new members of Asclepios.

Key information for role:

- **Average hours required per week** - 2-3 hours (Can increase during recruitment cycle periods)
- **Tasks and Responsibilities:**
 - Attend regular meetings with the HR team to give and collect updates for the heads
 - Coordinate with other teams within Asclepios to ensure the recruitment cycle is as smooth as possible
 - Conduct interviews
 - Suggest and improve the future recruitment cycles
 - Ensure the satisfaction of all members / officers through forms and other means
 - Facilitate as a neutral body for reviewing internal complaints from Asclepios members.
- **Essential Requirements for Role:**
 - Confident and dependable judgement

- 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 HR 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!