



Legal Officer



Legal Team Description:

The Legal team is responsible for overseeing the legal logistics of the Asclepios mission with relation to recruiting, budget, communication, media partnerships, member satisfaction, external collaboration, and sponsor relations. The legal team works on both internal and external legal issues which cover anything from visa applications to sponsorship contracts. Making sure the project leads understand the legal framework around which the organisation works is integral to the continuation of the mission and its success.

Legal Officer Description:

As a legal officer, you will work closely with the head of legal and the VP of administration and oversee the legal framework of the organisation. Legal officers will review MOU's, contracts, release waivers and sponsorship agreements. They will also review the legal needs of Asclepios members, such as helping with visa applications for in-person events.

Key information for role:

- **Approximate start date** - 01/10/2025
- **Average hours required per week** - 2-4 hours
- **Tasks and Responsibilities:**
 - Attend regular meetings with the legal team to give and collect updates for the heads.
 - Reviewing MOUs, contracts, and release waivers for our team
 - Working with the Ethical Officer to ensure ethical compliance of the mission with Swiss laws
 - Reviewing internal legal requirements.
 - Communicating legal requirements for trainings / science experiments for the final mission.
- **Essential Requirements for Role:**
 - Pursuing a bachelor's degree or higher in law or related field of study
 - Ability to write and maintain legal documentation

- Strong communication skills: Continuously updating team heads and coordinating effectively with other teams.
 - Problem-solving and adaptability: Able to quickly adjust based on evolving scenarios.
 - English Proficiency.
 - Attention to detail.
 - Enthusiasm for space related projects!
- **Desirable traits for role**
 - Experience in legal management of student teams
 - Multi-lingual skills (French, Spanish, Italian most desirable)
 - Experience in other student run organisations

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!