1. **General Info**

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| **Name vacancy holder** |  |
| **WO number** |  |
| **Vacancy title**  *\*Please do not exceed 80 characters for better online findability!* | Secretary |
| **Publication start and end date** | Internal:  External: |
| **Date of first interviews**  *\* this date will be included in the vacancy.* |  |
| **Level of education** | MBO / HBO / Bachelor / Master / University |
| **Name & email chair committee** |  |
| **Members & email of the committee**    *\*HR needs to know this in advance!* |  |
| **Review criteria**  *\*A maximum of 5 criteria on which the selection committee can review the applicant (these are not visible for the applicant, filled in by your choice and not mandatory)* |  |

1. **Vacancy details**

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| Header pictures vacancy | If the standard images of 'prominent people' of the service/faculty are not sufficient, send other portrait photos to [your hr-assistant](https://www.utwente.nl/en/service-portal/services/hr/about-us-contact/) |
| **USP – Unique selling point**  *Choose one of the keytake-aways* | Ability to work from home / Flexible working hours / Travel allowance / Study budget / Extra holidays / Good pension |
| **Job description**  *\* 2-3 sentences with concise and catchy description of the vacancy.* | Do you feel at home in an international and dynamic work environment? Where your enthusiasm and process-oriented approach contribute to providing societal value in making the world safer, healthier, and more sustainable? |
| **Vacancy text**  *\* Sometimes the omission of information is just as important as adding it. Try to find a balance between brevity and enough detail in your job descriptions.*  *Vacancies with a text between 700 and 2,000 characters lead to more applications.*  *TIP: take a look at the vacancy website for examples of vacancy texts and/or use ChatGPT*  *It is possible to have the vacancy text edited by our partner copywriter Voortekst for a small fee. For more information, please contact* [*recruitment@utwente.nl*](mailto:recruitment@utwente.nl)*.*  *TIP: Use ‘You (can…)’ instead of ‘We (need…)’*    *DO NOT USE BULLETPOINTS HERE!* | As a secretary, you share responsibility for supporting the entire decision-making process related to various governing bodies. Your role involves ensuring the smooth operation of administrative processes and associated meetings, following up on agenda items, monitoring deadlines, and managing document flows. Additionally, you coordinate the updating of relevant websites within the department/faculty and the provision of information from the unit for the benefit of the UT. This requires liaising with various internal and external stakeholders within and outside the department/faculty.  The Planning & Control Cycle forms the important basis for the governance agenda and will also shape your agenda. Furthermore, participation in governance is crucial in decision-making, and thus establishing connections between governance and participation is an important aspect of your duties: ensuring the appropriate and timely involvement of participation in decision-making processes is a focal point for you.  The departmental/faculty policy is embedded within (and part of) the university policy. Therefore, we expect you to participate in cross-faculty/departmental work and project groups, which will broaden your knowledge.  Your tasks include supporting the policy and governance cycle of the department/faculty; contributing to the development of various policy documents, such as the annual overview and plan of the faculty, and ensuring the connection between the governance and the three departments of the faculty/service and the rest of the university. Additionally, you are responsible for coordinating the agenda for the faculty/service board meetings and meetings between the faculty/service board and the faculty council/service council, ensuring coherence of topics and communication needs of stakeholders. You will also be involved in coordinating the agenda for strategic meetings between the faculty/service board and the various departments, as well as professorial meetings, and meetings between the faculty/service board and bodies outside the faculty/service, such as interfaculty units, sister faculties, and the College of the Board. |
| **Your profile**  *\** O*nly use bullet points (8 max)* | * You have HBO-level thinking and working capabilities with a relevant HBO diploma; * You possess insight and understanding of complex governance processes. Some experience in (assisting with) coordinating decision-making processes is welcomed; * You are analytical with a strong conceptual ability; * You are adept at decisively and decisively structuring and prioritizing information; * You are a strong communicator and a team player. You smoothly navigate various levels of abstraction, from operational to strategic. Digitally, you are highly proficient; * You have a command of both Dutch and English languages (C1 or C2 level) in speech and writing; * You are discreet and handle sensitive information with integrity. |
| **Our offer**  *\** O*nly use bullet points (8 max)* | * We offer a fulltime/parttime position for one year, after which the position can become permanent, subject to a successful evaluation and if circumstances remain unchanged * Your salary and associated conditions are in accordance with the collective labour agreement for Dutch universities (CAO-NU). * Gross monthly salary between € xx.- and € xx.- fulltime (depending on experience and qualifications, job profile x) * There are excellent benefits including a holiday allowance of 8% of the gross annual salary, an end-of-year bonus of 8.3%, and a solid pension scheme. * A minimum of 232 leave hours in case of full-time employment based on a formal workweek of 38 hours. A full-time employment in practice means 40 hours a week, therefore resulting in 96 extra leave hours on an annual basis. * Free access to sports facilities on campus. * A family-friendly institution that offers parental leave (both paid and unpaid). * Excellent working conditions, an exciting scientific environment, and a green and lively campus. |
| **Information and application**  *\*The contact person (Website bullet; Want to know more) and application process are shown at the bottom of the vacancy!* | Are you interested in this position? Please send your application via the 'Apply now' button below before …, and include your CV and motivation letter.  For more information regarding this position, you are welcome to contact (name + email address)  Screening can be part of the selection procedure. |
| **About the department**  *\*a specific description of the department can be entered here.*  *TIP: tell something about the work atmosphere and way of collaboration within the department.*  *.* | *TIP; make one standard text about the department, HR can support you with this.* |
| **About the organization**  *By default there will be published a short introduction about the service/faculty at the bottom of the vacancy text.* | Do not enter anything here. this is automatically loaded by WebHare with the vacancy. |
| **Contact / Want to know more**  *Contact person with whom*  *the applicant can contact for more*  *information. Often same as Chair* |  |
| **Your colleagues**  *\* Fill in three direct colleagues with whom the applicant will work.* *Photo of people page will be shown (if publicly published).* | 1.  2.  3. |

The vacancy will be automatically published on Indeed, Academic Transfer, LinkedIn and Twitter. Please share this vacancy within your network, like LinkedIn etc.