



Apprendre à oser®

**Event coordination assistant**

**From March 4<sup>th</sup> 2019 – July 19<sup>th</sup> 2019**

**Role:**

You will join the MBA Dean's office to assist in the planning and organization of events for our MBA Students. Working closely with the Director of Quality Improvement, the MBA Students Relationship Manager and the Dean's Assistant/Events Coordinator (to whom you will report), your role will entail, not exclusively:

- Setting and organizing the logistical aspects of each event (equipment, actors)
- Liaise with the various stakeholders of each event within the organization
- Creating a communication plan and materials around each event to inform and raise interest in the student Body
- Contact and coordinate with internal and external providers.
- Propose improvements and continuously assess the quality and attendance of the events run.

**Required skills**

- Organized and detail-oriented
- Fluent English and openness to different cultures
- Ability to work under pressure or to quickly react to unexpected changes
- Computer skills and Office Suite (Powerpoint, word, Excel)
- Solid Knowledge in Photoshop/Indesign or The Gimp is a strong plus.
- Strong communication skills.

**Applications are to be sent to Anne DELANOY - [delanoy@hec.fr](mailto:delanoy@hec.fr)**