

Governance

The Governance portfolio oversees UMGO's internal operations and will be the direct link to the Sustainability Task Force. The portfolio consists of two coordinators who are responsible for the Administration, Assessment, Strategy, and Reporting, focusing on team management, finance, planning and reporting. The Coordinators need to establish a close relationship and intensive communication with the GO Coordinator and the members of the Sustainability Task Force to ensure that UMGO's efforts are in line with the overall Roadmap and underlying sustainability goals of the Maastricht University.

Administration and Assessment Coordinator

The Administration and Assessment Coordinator will support the GO Coordinator with all Governance related tasks. Above all, the position will also be directly connected to the Sustainability Task Force to ensure that UMGO's efforts are in line with the overall strategy and sustainable goals of the Maastricht University. Therefore, the Administration & Assessment Coordinator will mainly be responsible for various administrative tasks like scheduling meetings, organizing events and support writing the Annual Plan and the Annual Report.

- Support the GO Coordinator
- Plan, prepare and coordinate team meetings
- Organize team events
- Manage internal communication
- Maintain a central calendar
- Manage official Green Office email account
- Publish annual plan and annual report and make them visible among external and internal stakeholders

Requirements Specific to this Position

Required

- Organizational skills are a must
- Extroverted and comfortable meeting with high level stakeholders
- Comfortable with conflict resolution

Preferred

- Administration experience
- Strong writing skills

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Please also read through the requirements mentioned on the general information sheet 'Vacancies September 2018'. If you have any questions about the vacancy please contact our current Administration and Assessment Coordinator: Anna Roberto
anna.roberto@maastrichtuniversity.nl

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