



# YOU ARE LOKO!

## JOB OFFER

### INTERNATIONAL OFFICER

<b>JOB TITLE</b>	International Officer
<b>JOB TYPE</b>	Office work
<b>EMPLOYMENT</b>	Work during the day, part time (60%)
<b>CONTRACT</b>	Temporary contract - 10 months
<b>PAYMENT</b>	Monthly salary + meal vouchers
<b>EMPLOYER</b>	LOKO
<b>PLACE OF EMPLOYMENT</b>	Minderbroedersstraat 10 and 's Meiersstraat 5 3000 Leuven
<b>ACCESSIBILITY</b>	Car/Public transport By foot/by bike from the train station

# ABOUT LOKO

LOKO is the student body council of Leuven. The operations of LOKO can be divided into three major parts. The first part is the **representation** of students in several councils and meetings of the KU Leuven and the city of Leuven. The second part comprises the **activities** of LOKO. LOKO organises cultural, sport and international events. Finally, LOKO offers a number of **services** to students, such as legal support for problems with landlords.

LOKO International is responsible for the representation of all international students in Leuven. We defend students' rights in several bodies. We also serve as a contact point for questions or complaints coming from international students. We provide services to international student associations through subsidies and advice. LOKO International also organizes several activities and events to bring international students in touch with local students and vice versa.

## JOB DESCRIPTION

As international officer you are responsible for the practical and administrative support of LOKO International. You work under the direction of the coordinator International. Your job is very varied and there is enough room to gain experience and knowledge.

### **General:**

- Several administrative tasks (writing meeting reports, e-mail correspondence, updating the calendar and website)
- Maintaining weekly office hours at Pangaea where you help international students, ISA's and student unions and serve as a first contact point for international students
- Preparing work meetings of LOKO International
- Managing the daily finances of LOKO International
- Stimulating local and international students to participate in events organized with the purpose of integrating the two groups (Think Abroad)
- Supporting the central division of LOKO when needed
- Supporting the coordinator in organizing workshops and trainings for student unions and ISA's regarding the representation of international students
- Supporting the coordinator in organizing the Orientation days and Think Abroad
- Working on internal projects within LOKO International (FAQ's, website, international policy)

**Communication:**

- Supporting and informing the ISA's and the student unions regarding organizational issues and international policies during permanence hours
- Being a contact person for international students with problems where needed and referring the students to the relevant services
- Keeping in touch with the International Student Cell, Pangaea, student unions, ISA's and international students
- Updating the social media accounts of LOKO International

## DESIRED PROFILE

There is no specific job experience required. Experience with volunteering in student or youth organizations is an advantage!

Studies: a professional or academic bachelor's degree.

**General competences:**

- You work in a problem solving manner and are open for debate with your employer and colleagues
- You like to work together with people and meetings aren't dissuasive for you
- You can find yourself in the general vision of LOKO
- You can take up responsibilities
- You are flexible and you have a sense of perseverance
- You have sufficient computer skills

**Specific competences:**

- You are interested in and preferably have some knowledge of the international policy of KU Leuven and the city of Leuven
- You are sociable, comforting, accessible and always up for new experiences and contacts
- You are punctual and have a broad perspective on issues and a strong sense of responsibility

**Languages:**

- Dutch: very good
- English: very good

## OFFER AND PERKS

- A challenging job in a rapidly changing environment, dealing with new issues in a dynamic atmosphere
- Close contact with students, both local and international, and elected student representatives in an open and inspiring working environment
- An independent and responsible function with room for own initiative, input and optimizations
- The salary is situated within scale 4 applied to administrative university staff
- Meal vouchers
- Transport fee for using public transport or bike
- An extensive offer of internal and external trainings

## GOING LOKO? HOW CAN I APPLY?

### Contact information:

Telephone: +32(0) 498 53 44 11

E-mail: [ondervoorzitter@loko.be](mailto:ondervoorzitter@loko.be)

More info? [www.LOKO.be](http://www.LOKO.be)

### How can I apply?

You can apply by e-mailing your CV (max. 2 pages) and cover letter (max. 2 pages) until the **27th of June 2021**. After a positive evaluation of your application, you will be invited for an interview mid-July 2021. If you are selected, you will start your job at LOKO in the beginning of August 2021.