

# Job Specification – SFS

## The Nomination Committee's suggested profile for members of the SFS Presidium (Committee of Executive Officers)

This profile contains information about which personal traits, relevant experience, and other attributes that the current SFS Nominations Committee feels are appropriate for a person applying for a position on the SFS Presidium (Committee of Executive Officers).

### Relevant Experience

In order to sit in a position in the SFS Presidium, the applicant will have either started or finished a post-secondary education. Members of the Presidium should have extensive experience as an active member of a student union. Previous leadership experience is important, and as part of that the applicant should be able to delegate tasks and prioritise between different tasks with ease. Because the members of the SFS Presidium (Committee of Executive Officers) lead a team containing both civil servants as well as trustees it is important that those who apply for these positions have experience of employer responsibility, or management.

### Knowledge and Skills

Those who will sit as members of the Presidium should have extensive knowledge in at least one of the areas in which SFS places focus; For example: social security for students, higher education, student governance, housing, educational quality, conditions for academic institutions, the funding of universities, or internationalization in higher education. In order to effectively lead SFS the Presidium (Committee of Executive Officers) should have a thorough understanding of SFS as an organization.

It is important for applicants to be able to express themselves well in both written and spoken Swedish. In addition to their skills in Swedish, it is important for members of the Presidium to be able to make themselves understood in English, as SFS works in an international context, and therefore, they may be expected to speak with persons who do not speak Swedish.

### Personal Traits

Applicants must have a passion for student representation in the political arena, and the ability to motivate themselves and others through their passion for the job. It is important that those who apply recognize the value that working inclusively provides. Members of the Presidium should be sensitive towards their employees, trustees, and member unions. We on the nominations committee also expect that members of the presidium are able to lead others even in times of stress, that they will be able to clearly express themselves so that others are able to understand what is expected of them, and that they are prepared that they may be asked to handle difficult and sensitive situations. Because the Presidium contains two people, who together will lead SFS the most important aspects we expect to see is the ability to cooperate with others, and that they are prepared to work together through the year to accomplish the goals of the organization.

Applicants should be prepared that sitting as a Member of the Presidium requires one to be able to plan and structure work effectively. It is also important to be able to prioritise as the assigned tasks can vary vastly, at times requiring fast decisions to be made. It is important that applicants understand their own boundaries. Understanding boundaries will allow applicants to handle the pace and workload that job requires, without getting burnt out.

In order to safeguard the reputation of SFS as an organization it is imperative that the Members of the Presidium are able to give an impression that is professional and instills trust. Applicants should be comfortable in social settings, as the job requires the presidium to actively represent the members and much of that comes from strengthening SFS's current contact network, as well as forming new contacts.

### Scope of the Position

This is a full time position, located in Stockholm. If elected you will sit for one fiscal year starting in June 2020.

### Merited Traits

In addition to the traits and experiences written above, it is merited if the nominee:

- Has experience within political activism or experience from another position of trust within SFS.
- Has experience participating in public forums and representation in the media.
- Has experience working with communication public advocacy through interactive mediums and platforms.
- Has extensive knowledge of several of the areas where SFS places focus.