

Summer School Officers

Duties and Responsibilities

- Develop summer school curriculum
- Invite speakers and lecturers
- Recruit students to the Summer School throughout the year
- Find sponsorship opportunities
- Manage the summer school budget
- Manage logistics throughout the year, and in particular during the Summer School (either in person or remote)
- Liaise with relevant teams within STEAR (i.e. if you are responsible for the budget, you will need to keep in touch with the Treasury of STEAR)

Hours of Commitment: 3-5 hours/week

Duration: April - December 2025, with a possibility of extension

Report to: Summer School Manager

Qualifications:

- Age 18 - 30 (Student, Recent Graduate or Young Professional)
- Preferably, relevant experience of residential summer schools or summer camps
- Excellent command of spoken and written English, with a proven ability to communicate effectively orally and in writing
- Good planning, organisational and time-management skills
- Ability to work with different internal and external stakeholders
- Experience working in a multicultural organisation
- High level of professionalism and attention to detail
- Interest in Asia-Europe relations and related affairs
- We will give special consideration to candidates with fundraising experience and/or experience with creating and managing a budget.

What STEAR has to offer

- **Impact:** The opportunity to develop your skills and ideas in the first youth think tank focussing on Eurasia.
- **Network:** An international network of curious students and young professionals across Eurasia.
- **Opportunities:** Access to STEAR's internal trainings and events,
- **Career:** Boost your CV and receive a certificate or letter of recommendation at the end of your time at STEAR.

How to apply

Please submit the [application form](#), including your CV and your cover letter.

If you have any questions about this role, please feel free to email stearvpia@gmail.com