

# Exchange Coordinator

## General Role:

The Exchange Coordinator is responsible for helping and following up the matching and realizing process of his/her Exchange Participant (EP). He/she is responsible for the EPs during the whole process. He/she needs to be responsible for the application processes, train the EP about the virtual platforms, matching and realization process.

## Major Duties and Responsibilities:

### *Team Management (Group of EPs)*

- Create the general communication channels (mailing list)
- Set up EP database and documentation (spreadsheets)
- Coordinate EP team
- Hold goal settings (personal and professional) and expectation setting with his/her EPs
- Motivate his/her EPs
- Manage the EPs' matching and realizing process

### *EP's matching period*

- Assist and educate the Exchange Participants about the knowledge needed in the exchange processes.
- Continuous contact with the EPs and track the EPs' matching process
- Inform the EP about the extra requirement for his/her traineeship (visa, insurance, vaccination, money, international student ID)
- Expectation setting about how to keep in touch during the internship
- Help in the reintegration process of the EP after the internship

### General tasks

- Participate in regular Outgoing Exchange Departmental meetings
- Organize and participate in Exchange Preparation
- Establish good relationship with Exchange Participants

**Special Requirement:**

- Empathy
- Ability to motivate
- Effective communication skills
- Cultural sensitivity
- Teamwork

**Average Weekly Workload:**14 hours

- 2 hours department meeting
- 2 hours tracking on exchange participants
- 5 hours individual work
- 3 hours emailing
- 2 hours attend local committee and/or national events

**Official Period:**

- Jan 2012 – Jun 2012

Should you have any further queries concerning the Outgoing Exchange Department, please don't hesitate to contact our Local Committee Vice-president (Outgoing Exchange) **Cathy MUI** at (852) 6681 7118 or [cathy.mui@aiesec.net](mailto:cathy.mui@aiesec.net).