

Information Management Department

General Role:

To ensure a sustainable structure and good conduct in the areas of Knowledge Management and Information Systems inside the organization so as to facilitate the organizational operation

Knowledge Management Team

Major Duties and Responsibilities:

- Knowledge Database
 - To collect information of organizational operation from experienced AIESEC members/ alumni, books, internet, etc.
 - To analyze/ organize the information collected to become knowledge, such as producing operational toolkits, templates, educational documents, etc.
 - To deliver the analyzed/ organized knowledge to current members for facilitating the education of members and operation of AIESEC
- Maintenance of Knowledge
 - To gather all tangible documents used in the previous two years
 - To neatly organize all the documents collected in society room and virtual platform
 - To rename all virtual documents according to a naming guideline and organized in folders
 - To revise the naming and saving guideline of tangible and virtual documents
 - To ensure knowledge flows freely inside AIESEC; to ensure members can grab the suitable knowledge from the database proactively whenever necessary

Special Requirement:

- Detail Oriented
- Organizer
- Interest in Writing stories, Blog, etc.
- IT knowledge is not necessary

Average Weekly Workload:

14 hours

- 2 hours department meeting
- 8 hours individual work
- 2 hours mailing
- 2 hours attend local committee and/or national events

Official Period:

- Oct 2011 – June 2012

Information Technology Team

Major Duties and Responsibilities:

- Database Maintenance
 - To maintain data consistency and remove redundancy
 - To improve the validity of data
 - To handle data privacy and security controversies
- Website Maintenance
 - To improve the organizational website design for facilitating the targeted audience usage
 - To update the content of the organization website
 - To ensure the organization website is align with the brand of AIESEC
 - To ensure the content of the website will not be used by a third party without permission

- To ensure the accessibility of the organization website
- To handle other business concerning the organization website
- IT Assistant
 - To educate members to use the AIESEC internal virtual platform
 - To facilitate operation in providing IT solutions

Special Requirement:

- Basic HTML knowledge
- Basic knowledge of using Microsoft Office
- Have experience in webpage designing
- Innovative

Average Weekly Workload:

14 hours

- 2 hours department meeting
- 8 hours individual work
- 2 hours mailing
- 2 hours attend local committee and/or national events

Official Period:

- Oct 2011 – Oct 2012

Should you have any further queries concerning the Information Management Department, please don't hesitate to contact our Local Committee Vice-president (Information Management) Ken YIU at (852) 9746 2961 or ken.yiu@aiesec.net.