



Will you join our team?

## Secretary to the Examinations Board

### *What will you do:*

To support the Examinations Board, you will be the official and legal secretary to the Examinations Board ('ambtelijk secretaris').

You will safeguard Team Academy's way of working based on the Dutch Law on Higher Education (the WHW; 'Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek') and on our Education and Examinations Regulations.

### *What we ask for is the following:*

- you have obtained a BBA in law or legal work or you are in the last year of your studies;
- you have knowledge of the Dutch Law on Higher Education (the WHW; 'Wet op het Hoger Onderwijs en Wetenschappelijk onderzoek') or you are willing to gain that knowledge quickly in which case we can support you to do so;
- you are skilled in supporting a team as a secretary as you will be planning the meetings, setting the agenda to meetings, writing the notes, replying to requests/cases, archiving the work of the Examinations Board;
- you are sufficient in English, preferably a level of the English language of 6 IELTS, a minimum level 80 TOEFL or a Cambridge Certificate in Advanced English;
- you are able to switch between daily practices and legal frameworks easily;
- it will be part of your task to support and sometimes even correct the Examinations Board on the use of the law and education and examinations regulations, so a tender yet strong approach to communication is a necessity;
- flexibility on meeting hours and times because sometimes there can be an emergency on request to be handled;
- and last but not least, because that's how we are, you are a pro-active, interdependent professional with a can-do spirit.

### *Who are we:*

Team Academy Amsterdam offers the first Bachelor on Business Administration in Entrepreneurship in Europe. We do this together with Stichting Schoolvision, a by the Dutch Ministry of Education, Culture and Sciences acknowledged institution for higher education.

### *What we do:*

We do this in an innovative way where the participants, who we call team entrepreneurs, are partners in their own study career and start their businesses while studying. No fake projects, no fake businesses, only real-life events.

Throughout the four years of the program, they are supported by their team coach, business mentors and a variety of field experts. Our innovative curriculum is accredited by NVAO since May 2015.

*What we offer:*

- you will be part of a worldwide network of conscious, interdependent professionals and entrepreneurs;
- your working hours will be approximately 8 hours per month;
- your salary will be based on the experience, the skills and attitude you bring
- you will be part of a team with a heart for innovative education

*What's next:*

If you are interested in this position; please apply by sending your application & CV to Peer Stoop. Given our innovative way of working we invite you to apply in an out-of-the-box manner which resembles you and how you would like to take on this new opportunity.

*For further information:*

Please check:

[www.teamacademy.nl](http://www.teamacademy.nl)

Or contact Peer Stoop:

[peer@teamacademy.nl](mailto:peer@teamacademy.nl)