

Job description for business manager

The business manager is the student union's link to the business community and is responsible for maintaining ongoing agreements and creating new agreements and collaborations between the student union and external actors. The business manager is also responsible for creating environments for students to encounter work relations (trade fairs, lectures, company visits etc.), such as parties in business and in the public sector.

Fairs ≈ 42,6% (14,5 hours / week)

The business manager is responsible for planning, implementing, and evaluating the fairs that the student union organizes.

Högvarv Västerås & Högvarv Eskilstuna

Högvarv is the largest fair at Mälardalen University, it aims to provide opportunities for students to get in touch with relevant companies and organizations that could lead to summer jobs, thesis jobs or employment after graduation. Högvarv Västerås takes place at the end of February and Högvarv Eskilstuna takes place in October but the work with Högvarv is ongoing all year round.

The introduction fairs.

The introduction fair takes place at the start of each semester and aims to provide new students contact with various organizations, line and student associations, companies, and departments within the university. These connections are beneficial for the student life. The introduction fairs are significantly smaller than Högvarv but occur twice every year in the beginning of each semester, which is why planning is ongoing throughout the year.

Corporate collaborations ≈ 17,6% (6 hours / week)

The business manager is responsible for the collaborations and agreements the student union has with various external actors. This means maintaining current agreements and constantly looking for new partners that are of interest to the student union and the students. The collaboration can be anything from a close collaboration, organizing lectures, joint events or as a financial sponsor of the student union and the student union's activities. The business manager is also the person responsible for the student union in the agreements signed between the student union and external actors. They are also responsible for reviewing all agreements and making sure they are updated.

Create offers and discounts for members ≈ 14,7% (5 hours / week)

For a membership in the student union to be attractive to students, the membership needs to provide added value to students. The business manager is responsible for creating offers and discounts, both locally, regionally, and nationally, for our members.

Network ≈ 5% (1.7 hours / week)

To be able to create contacts with business and the public sector, the business manager needs to have a wide network of contacts with new or already established partners. This can



mean meeting companies, participating in forums together with local business representatives.

Additional group projects/meetings ≈ 10% (3,4 hours / week)

The group projects/meeting are written in the document *“Job description for the group to work towards common goals.”*

Additional work time ≈ 10% (3.4 hours / week)

These hours should be used to evaluate/plan and can be added wherever there is need for additional work for the union.