

Job description for business manager

The Business Manager serves as the primary connection between Mälardalen Student Union (MDSU) and the business community. This role involves maintaining existing agreements, fostering new partnerships, and establishing collaborations between MDSU and external stakeholders. Additionally, the Business Manager is responsible for creating opportunities for students to engage with professional environments through activities such as career fairs, company presentations, site visits, and events involving organizations from both the private and public sectors.

Fairs

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

- Högvarv

Högvarv is the largest career fair at Mälardalen University (MDU), designed to connect students with relevant companies and organizations. These connections can lead to summer jobs, thesis projects, or full-time employment after graduation. Högvarv is held biannually, in February and October, across both campuses. However, planning and coordination for Högvarv is a year-round effort. The Business Manager is responsible for recruiting and coordinating students to join the Högvarv project group. This ensures that the Business Manager has the necessary support for effectively planning and executing the event. Additionally, it provides students with the opportunity to actively participate, gain valuable experience, and develop new skills while volunteering.

- The introduction fairs (Intro Fair)

The Intro fairs are held at the beginning of each semester to welcome new students and introduce them to various organizations, programs and student associations, activity providers, and university departments. These interactions enrich student life and foster a sense of belonging. The fairs take place twice a year, requiring ongoing planning and coordination throughout the year.

Corporate collaborations

The Business Manager oversees partnerships and agreements between MDSU and external stakeholders. This involves maintaining existing agreements, seeking new partnerships, and fostering collaborations that benefit both the Student Union and the students. Collaborations may include organizing guest lectures, hosting joint events, or securing financial sponsorships for the Student Union's activities. The Business Manager is also responsible for representing the Student Union in all agreements with external parties. This includes reviewing, updating, and ensuring the relevance and accuracy of agreements to align with MDSU's goals.

Bring in offers and discounts for members

To ensure that MDSU membership remains appealing to students, it must provide tangible added value. The Business Manager is responsible for negotiating and securing offers and

discounts for members at the local, regional, and national levels. These benefits enhance the overall value of membership and contribute to a positive student life.

Network

To establish and strengthen connections with businesses and the public sector, the Business Manager must cultivate a broad network of contacts, including both new and established partners. This may involve meeting with companies, attending forums, and collaborating with local business representatives to foster meaningful relationships.

Additional group projects/meetings

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

Additional work time

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