



THS Armada  
2021

## Become a part of Armada 2021!

Armada is KTH's annual career fair where students and companies shape their future together. The Armada team consists of around 250 people, divided into four subgroups, working towards one common goal; to give every student their dream job!

Right now some roles are vacant and maybe it is you we are looking for to fill the project group? Are you our next leader? This is a unique opportunity to use your skills outside of school, for example within business relations, sales, marketing strategy and web development.

If this sounds interesting, send your CV + personal letter to: [a@armada.nu](mailto:a@armada.nu)  
Having questions about positions or can't decide which role to apply to? Reach out to Josefine Havdelin at [a@armada.nu](mailto:a@armada.nu) with your questions or book a fika free from expectations!  
Applications are considered on a rolling basis so don't wait to apply.

## Long description

### Head of Events

As Head of Events, you are responsible for shaping, planning and implementing the non Fair-events throughout the whole year. You are also responsible for the sales process of the events. You will put emphasis on high quality events where our partners meet their exact target group of students, as well as exceed the student's expectations. You are expected to work closely with the Head of Business Relations and the Sales team to close event-sales leads as well as planning and implementing the events together with your Team Leaders. Collaboration with the Head of Media & Marketing is necessary to guarantee a successful marketing of the events.

You will coordinate the work of 4-5 Event Team Leaders.

### Head of Media and Communications

As Head of Media and Communications you have the overall responsibility for the media and communications strategy, arranging the weekly meetings for your subgroup and coordinate their work. You will work closely with the Project Manager and the other subgroup leaders in the Project Group. You will also work closely with the Head of Business relations and Events to focus on the communications out to companies via email and LinkedIn. Furthermore, you will have the responsibility over the information on the THS Armadas website.



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You have the overall responsibility for your team's budget.

### **Head of Media & Marketing**

As Head of Media & Marketing, you are responsible for the coordination and strategy of all media related activities the project undertakes. You will be in charge of growing and advertising the THS Armada brand on social media, come up and create new content and also create content that has been tasked by the THS Armada organisation. The role is very fluid and will give you the opportunity to come up with your own creative ideas and contributions to the project. You will handle a large budget.

You will coordinate the work of three individual groups. Therefore, the role requires that you have great leadership, communication and organizational skills. When your operation team members are appointed in the spring, the role will change slightly since you will be coordinating the work among your team leaders.

You will coordinate the work of 1 Photo Team Coordinator, The Film crew (4), 1 Film crew coordinator, 1 Copywriter and 1-2 Marketing Coordinators.

### **Head of Human Resources**

As Head of Human Resources, you are responsible for setting up a recruitment strategy as well as planning and implementing it over two different recruitment periods. In the first recruitment period, you are responsible for planning the campaign together with the Head of Media & Marketing. You are also responsible for planning the kick-offs with Team Leaders and Hosts after their respective recruitment period. In addition, you handle the continuous stream of all internal information in the organisation. During the fall, you will plan and book the final event that includes all team members in THS Armada. During the fair, you are responsible for the reception of visiting university representatives and their banquet together with your Team Leaders and their Hosts.

You will coordinate the work of 1-2 University Relations Team Leaders and 1 Talent Team Leader.

### **Head of Internal Systems**

As Head of Internal Systems, you will work as a team leader of the internal systems developers (backend developers) of the IT team. The AIS is built in Django, thus experience in Python is a requirement. It is expected that you work tightly with the Head of IT and your group of developers. You will work as the link between the Head of IT and the developers, by translating the broader goals developed by Head of IT into concrete tasks for the developers to work with. Goals for 2021 is to start the development of a



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new internal system and CRM platform for Armada. This role will best fit someone with an interest in IT project management, e.g. a computer science/media technology student with interest in project management or an industrial engineering student, majoring in computer science or equivalent. Coding is not part of your formal responsibilities from the point where the developers enter your team.

You will coordinate the work of 4-5 Systems developers.