

OPPORTUNITY

posting guideline

Since June 3rd, we have new opportunity creators for GV, GTa and GTe. The new opportunity creators require you to work on new features. **Information in the following pages will help you understand the changes and what you need to do in order to create new opportunities.**

Information in this booklet is about how to create opportunities on EXPA. **If you are wondering what are the additional things you need to know about iGV, iGTa and iGTe opportunities, you can refer to the links below.**

[iGTa Opportunity Posting](#)

[iGTe Opportunity Posting](#)

[iGV Opportunity Posting](#)

Let's start with how the changes will look like for our customers.

Changes in how opportunities look on aiesec.org :

1. Opportunity Summaries
2. Project vs Role [GV]
3. Role Description
4. Company Information [GTa/GTe]
5. Slots/Dates Available
6. Logistics
7. Visa & Health Insurance



Please select the country you're from to get details specific to your location. [Select a country](#)



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COVID-19: Current Safety Information

Global Talent

Marketing Assistant

Novartis Pharma Logistics**** · No location specified

1200 USD per per month

This would be your salary for this job opportunity.

Marketing

These are the backgrounds this opportunity is associated with.

English, Spanish

These are the locally spoken languages that you'll have to know.

620 CAD [Fee details](#)

Pick the slot most suitable for you

☐ 21 Sep, 2020 - 20 Mar, 2022

Openings available: 1

Apply before: 30 Jun, 2020

Apply Now

[Report](#)

Company

About Novartis Pharma Logistics****

Sandoz, a Novartis Division, is a global leader in generic pharmaceuticals and biosimilars and sells products in well over 100 countries. Sandoz develops, manufactures and markets finished dosage form medicines as well as intermediary products including active pharmaceutical ingredients.

1. Opportunity Summaries

This allows us to give an EP the key points they need to know in order to decide on an opportunity.

June 2020



About MARIAS

SDG contribution

Undertake reforms to give women equal rights to economic resources, as well as access to ownership and control over land and other forms of property, financial services, inheritance and natural resources, in accordance with national laws

Role

Description

The volunteers will be delivering workshops and activities based on AIESEC's Leadership Development Model and aiming to engage women to increase awareness and build capacity to take on leadership positions. Our value proposition is to bring a contemporary approach about feminine positioning in leadership roles in society. The initiative will be done through trainings, summits and debates that encourage the insertion of women in the job market.

570 CAD [Fee details](#)

Pick the slot most suitable for you

☐ 5 Jul, 2021 - 16 Aug, 2021

Openings available: 4
Apply before: 5 Jun, 2021

☐ 11 Jan, 2021 - 22 Feb, 2021

Openings available: 6
Apply before: 11 Dec, 2020

☐ 14 Dec, 2020 - 25 Jan, 2021

Openings available: 6
Apply before: 14 Nov, 2020

☐ 5 Oct, 2020 - 16 Nov, 2020

Openings available: 3
Apply before: 5 Sep, 2020

☐ 7 Sep, 2020 - 19 Oct, 2020



Entities can explain the project to EPs, but still have a role title and description. This is to help a young person better understand the work they will be doing and not just using a project name that is internal to AIESEC.

Role description and responsibilities are be combined into one editor. Entities have more editing options to be able to write in everything they need.



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 COVID-19: Current Safety Information

 Global Teacher

English Teacher

Düzce American Time Language Schools · No location specified

 **2500 TRY** per per month
This would be your salary for this job opportunity.

 **Education, Linguistics**
These are the backgrounds this opportunity is associated with.

 **English**
These are the locally spoken languages that you'll have to know.

Company

About Düzce American Time Language Schools

American Time Language Schools is the product of 40 years of experience in the education industry. It is a strong and dynamic brand established to meet the need for foreign language learning.

Role

720 CAD [Fee details](#)

Pick the slot most suitable for you

☐ 1 Feb, 2021 - 9 Aug, 2021

Openings available: 3

Apply before: 30 Sep, 2020

[Apply Now](#)

 Report



4. Company Information [GTa/GTe]

Providing more information about partners to help build credibility in the opportunity. This also helps use partners as a selling point for an opportunity.

June 2020

AIESEC



About us

Help

For Employers

Search

Log in

COVID-19: Current Safety Information

Organisation

Role

Slots

Eligibility

Process

Logistics

Visa

Share

Save

Logistics

What you'll be provided with for the duration of your stay.

 Accommodation

A place to stay will be provided but not paid for. You will have to cover the cost which is included in your fee.

 Computer

A computer will be paid for but not provided.

Not included

 Transportation

 Feed

Visa

What you'll need if you get selected for this job.

 Visa requirements are not yet updated for this opportunity.

 You will require health insurance for the duration of the opportunity.

620 CAD

Fee details

Pick the slot most suitable for you

☐

1 Sep, 2020 - 9 Mar, 2021

Openings available: 1

Apply before: 4 Jul, 2020

Apply Now

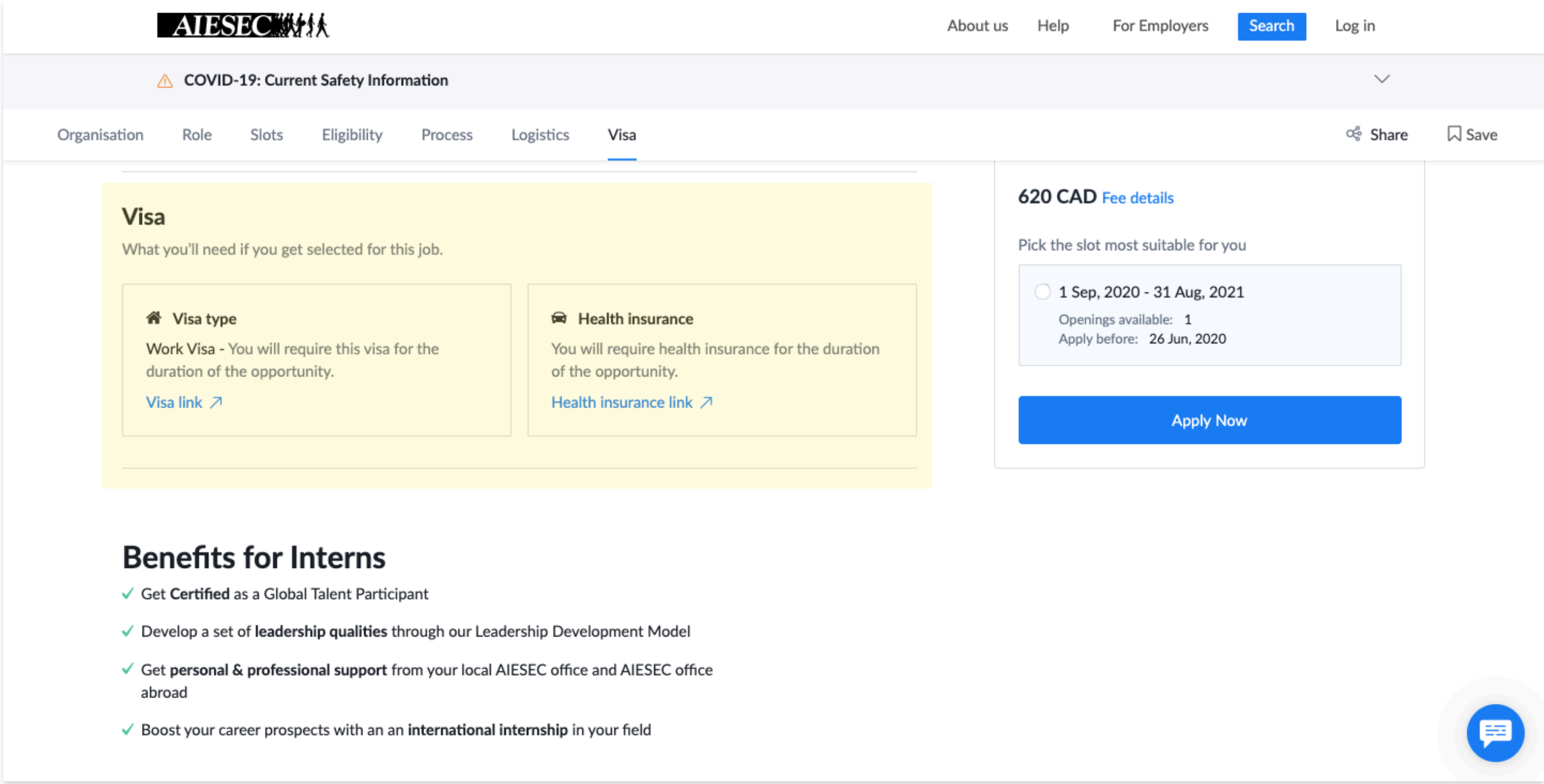
Report

6. Logistics

More clear options for each of the logistics. Additionally clarity on what the fee is covering for projects.

Users will be able to get a brief description of the accommodation when they hover over it.

June 2020



7. Visa & Health Insurance

Visa: To be set by the host MC for all opps by products. This will mean it won't be set per opportunity.

Health Insurance: To be set by the home MC. Based on our research your insurance options vary based on your home entity in most cases.

Now let's talk about EXPA.

What do these changes mean for you to create opportunities:

1. EXPA Opp Creation
2. Duration Type
3. Details
4. Roles
5. Working Hours
6. Eligibility
7. Logistics
8. Visa & Health Insurance
9. Slots
10. Opportunity Overview
11. Opportunity Details
12. Opportunity Editing



New

Minimum information to draft an opportunity: Title, Program, Duration Type, host LC

New

You will need to add duration type for your opportunities. Here are duration details for each program:

Short Term: 6-8 Weeks

Short Term: 6-12 Weeks
Medium Term: 13-26 Weeks
Long Term: 27-78 Weeks

Short Term: 9-12 Weeks
Medium Term: 13-26 Weeks
Long Term: 27-78 Weeks

Dashboard > Draft opportunity

Title

Details

Role

Eligibility

Logistics

Visa & Insurance

Details

Organisation Name: Start typing.

Project Name: Enter the name of the project

Project Description: Briefly describe about the project

Location: Enter the location of the opportunity

SDG information: Select SDG flow

Cover image: Upload or drag and drop file here

The image size should be 800 x 600 or larger

Discard Save Draft Submit for Review

New

3. Adding Details

You will need to add main details for your opportunity. Here are some important reminders for each program:

GV:

Add Organization (Cannot be an AIESEC Entity/LC)
Add project description
Add SDG Information

GTa:

Add Organization (Cannot be an AIESEC Entity/LC)
Add Organization description
Add Work Field/subproduct Information

GTe:

Add Organization (Cannot be an AIESEC Entity/LC)
Add Organization description

A

Dashboard > Draft opportunity

?

Title

Details

Role

Eligibility

Logistics

Visa & Insurance

Process

Location

Enter the location of the opportunity

Cover image

Upload or drag and drop file here

The image size should be 800 x 600 or larger

Role

Role Description

Briefly describe the role for the opening

This is a required field.

Main activities

List out the main activities that the EP will be doing

Work hours

S

M

T

W

T

F

S

MONDAY

09:00 am

to

5:00 pm

TUESDAY

09:00 am

to

5:00 pm

Discard

Save Draft

Submit for Review

New

4. Editing Roles

Editing Role: Now you have a free text field for listing the main activities.

Dashboard > Draft opportunity

Title
Details
Role
Eligibility
Logistics
Visa & Insurance
Process

Main activities

This is a required field.

List out the main activities that the EP will be doing

Work hours

S M T W T F S

MONDAY	09:00 am	to	5:00 pm
TUESDAY	09:00 am	to	5:00 pm
WEDNESDAY	09:00 am	to	5:00 pm
THURSDAY	09:00 am	to	5:00 pm
FRIDAY	09:00 am	to	5:00 pm

Eligibility

Skills

Search skills

See All

Discard

Save Draft

Submit for Review

New

5. Working Hours

Now you have more flexibility when assigning working hours upon creating an opportunity. Keep the following rules in mind while adding the work hours for each program:

GV:

Minimum: 25 Hours/Week

Maximum: 40 Hours/Week

GTa:

Minimum: 35 Hours/Week

Maximum: 45 Hours/Week

GTe:

Minimum: 35 Hours/Week

Maximum: 45 Hours/Week

New

What is the change: The skill level is removed, since it was not being used properly and it was causing a lot of confusion many times.

June 2020

New

Now it is more clear while creating an opportunity the way we separate the logistics into provided (yes/No) and Covered (Yes/No).

Provided means that there's support provided to access that logistic (providing the transportation means, or accommodation). In this case, EP makes the payment for the expenses of these logistics.

Covered means that expenses of logistics covered are paid by Host LC/MC or the Organization.

Dashboard > Draft opportunity

Title
Details
Role
Eligibility
Logistics
Visa & Insurance
Process

Salary USD Salary Per Month

Visa & Insurance

This section is prefilled by your MC for all opportunities from this country.

Visa type

Visa link

Health Insurance link

Process

+ Add Step

The estimated process time will be displayed as 0 day

Discard Save Draft Submit for Review

New

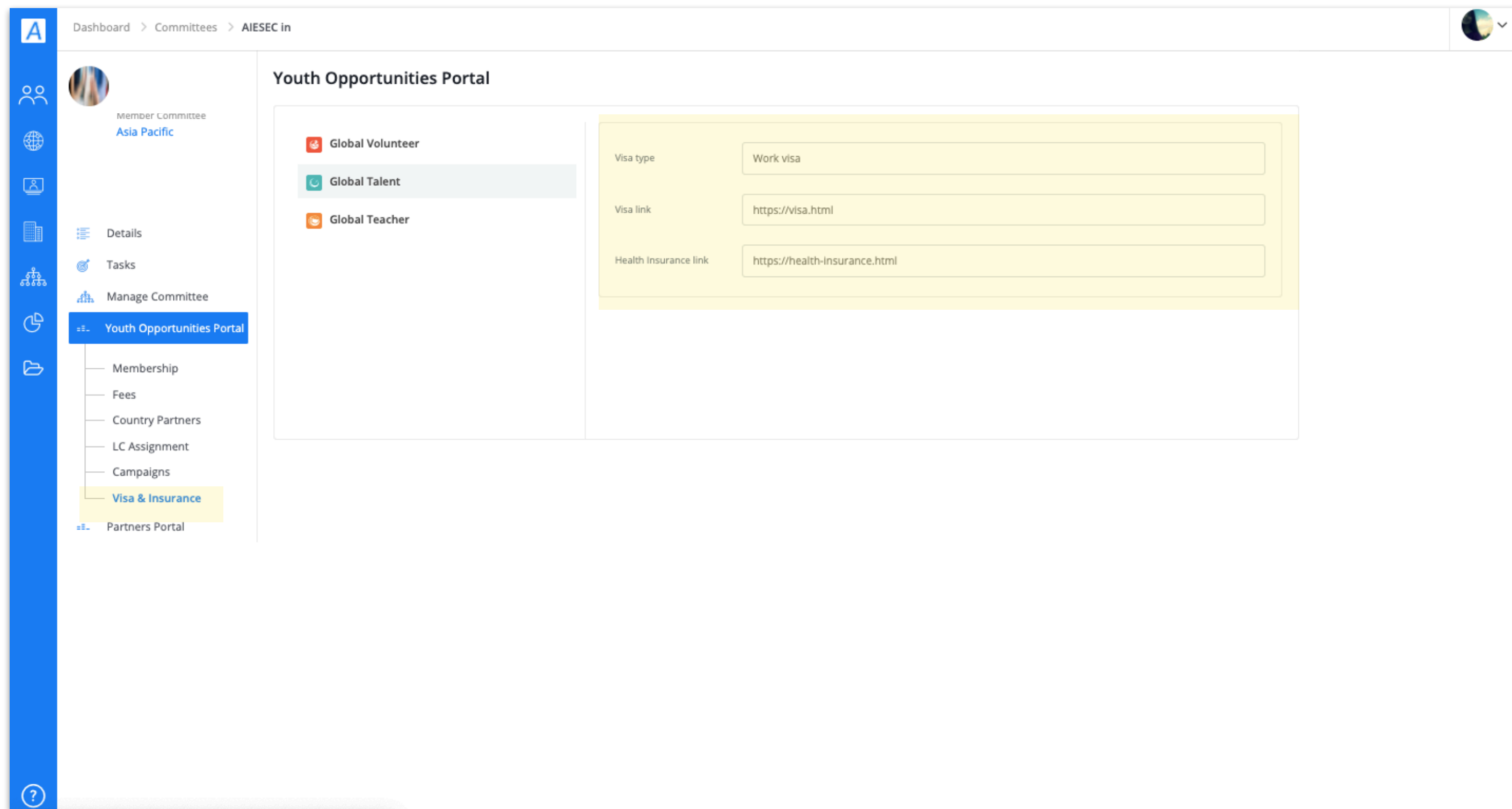
8. Visa & Health Insurance

Now your MC is the one that will be filling this information.

Visa: To be set by the **host** MC for all opps by products. This will mean it won't be set per opportunity. *Check the next page about how to fill the information.*

Health Insurance: To be set by the **home** MC. Based on our research your insurance options vary based on your home entity in most cases. *Check the next page about how to fill the information.*

8. Visa & Health Insurance (How do add the information) [MC]



Dashboard > Committees > AIESEC in

Member Committee
Asia Pacific

Details
Tasks
Manage Committee
Youth Opportunities Portal
Membership
Fees
Country Partners
LC Assignment
Campaigns
Visa & Insurance
Partners Portal

Youth Opportunities Portal

Global Volunteer
Global Talent
Global Teacher

Visa type: Work visa
Visa link: https://visa.html
Health Insurance link: https://health-insurance.html

New

1. Go to your committees page, select **Visa & Insurance** under **Youth Opportunities Portal** settings.

2. **Visa:** **MCVP iGV/iGTa/iGTe** of the entity fills **Visa Type & Visa Link**. This information will be shown in all the opportunities from your entity.

3. **Health Insurance:** Insurance information needs to be provided by home entity. Therefore, **MCVP oGV/oGTa/oGTe** of the entity fills **Health Insurance Link**. This information will show up in all the opportunities that your EPs are checking. For example: My Home Entity is Turkey, and whichever opportunity I check (from Brazil, India or Germany) I will the Health Insurance Link that was added by MCVP oGT of MC Turkey.



9. Slots/Available Dates (Adding the slots)

New slot

Name of the slot

Summer Peak 2020

?

This is an short term opportunity so select the slot dates accordingly.

Start date

1 Mar, 2020

End date

31 Apr, 2020

No.of openings

10

Application deadline

8 Feb, 2020

Cancel

Create slot

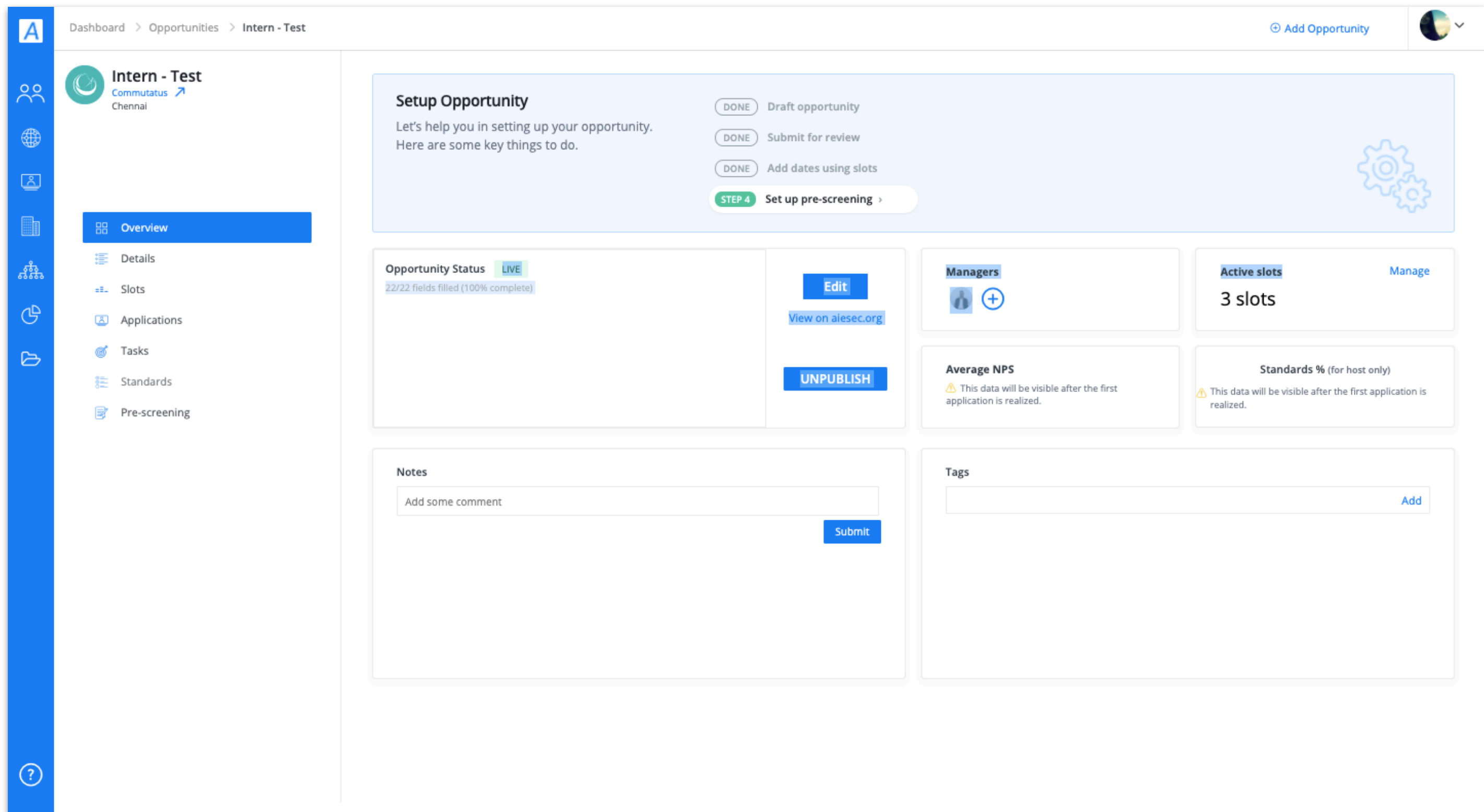
Slots can be added after opportunity is submitted for review. This would not affect the status of the opportunity. If an opportunity is already opened by MC, OP Manager can add slots later on as well.

If you do not add slots to your opportunity, it will not be shown on aiesec.org/search . That means EPs will not be able to see or apply to your opportunity as your opportunity will not have available opening.

An EP can apply to only one slot from the same opportunity. However, if the EP is rejected for that slot, he/she can apply for another slot for the same opportunity.

Your slots need to be according to the contract you sign with the organizations. OP Managers should not be creating slots more than the available openings and start dates that are agreed with your Opportunity Provider organization.

New

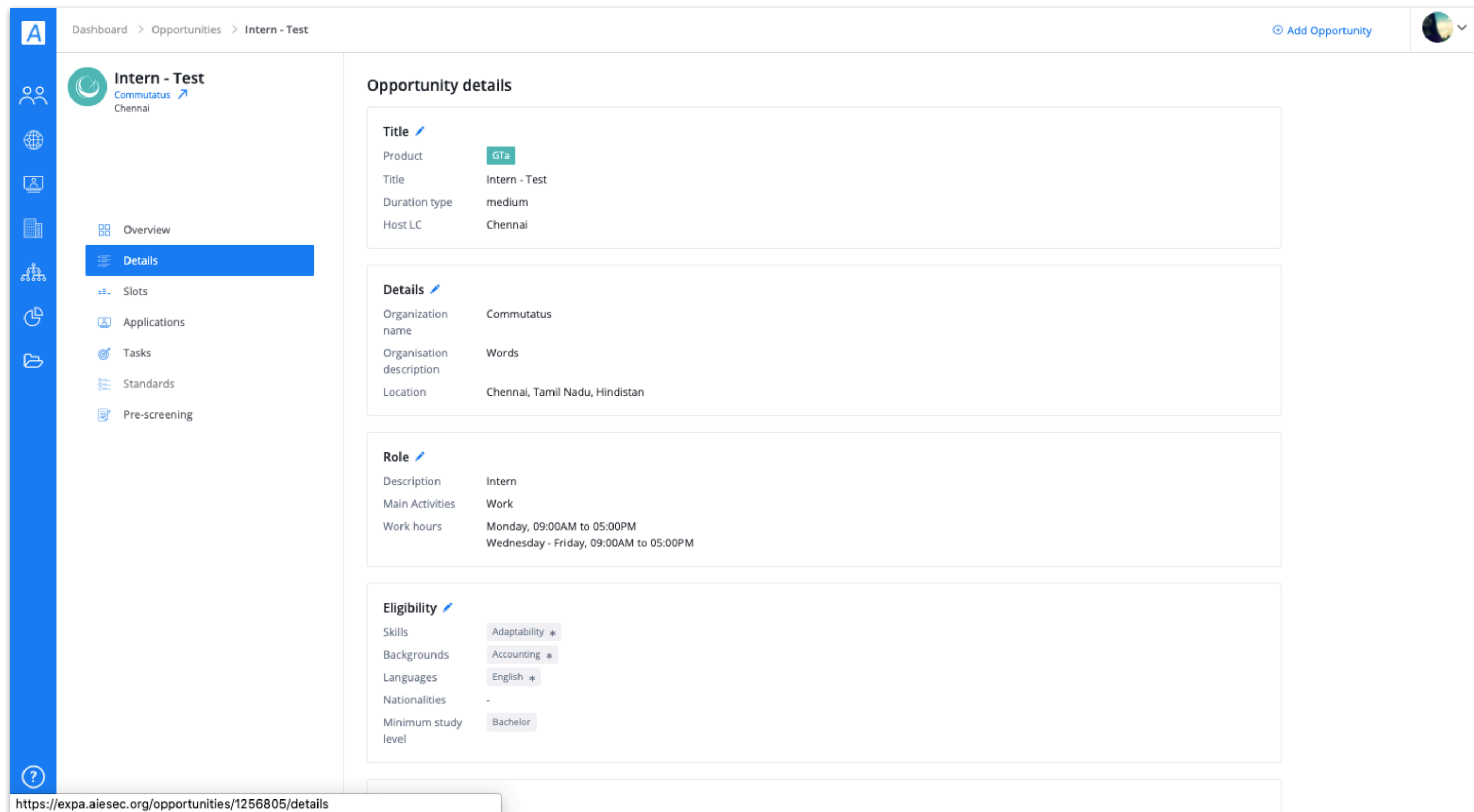


New

10. Opportunity Overview

You can manage the slots from the overview section.

Settings became Pre-screening in the sidebar.



New

11. Opportunity Details

Details section is added where you can see all details from your opportunity.

What is the change: You will be able to see the whole opportunity in a more friendly format and edit the opportunity from the details section, as well.

A

Dashboard > Draft opportunity

Title

Details

Role

Eligibility

Logistics

Visa & Insurance

Title

Title

GiraMundo for Cultural Diversity | São Paulo-Brasil |

Product

Global Volunteer

Duration Type

Short Term

Host LC

SOROCABA

Details

Organisation Name

Bethel

Project Name

Giramundo

Project Description

Giramundo is a project where the volunteer will go through "several worlds". The project consists of bringing their culture to the daily lives of the NGO's children, bringing activities that benefit the day-to-day, such as debates on equality and multiculturalism. The project must be executed on a dynamic way, with games activities or arts dynamics connected with the learning points of the

New

11. Opportunity Editing

Editing the opportunity used to happen on the opportunity template on aiesec.org.

Now, editing can happen on the draft opportunity page.

Opportunity creation is not only about adding information on EXPA. It's also making sure that information we provide is understandable by our customers. **So before creating any opportunity, make sure to read the booklets below to understand the details you need to pay attention while creating your opportunity:**

[iGTa Opportunity Posting](#)

[iGTe Opportunity Posting](#)

[iGV Opportunity Posting](#)

Thank you!