

# EBF x MARUG



# RECRUITMENT DAYS



# BOARD BROCHURE

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# The Recruitment Days

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The Recruitment Days is the largest recruitment event in the North of the Netherlands and has been organized in close collaboration with the study associations EBF and MARUG from the Faculty of Economics and Business of the University of Groningen. The Recruitment Days aims to find the perfect match between students and companies. Students can find out what companies and industries fit them and explore (future) possibilities: jobs, internships, or traineeships.

The event is financially self-supporting and contributes to the broader activities of EBF and MARUG. In return, these associations deliver communities of potential participants.

We expect around 350 students and 30 companies to participate in this amazing event every year! The Recruitment Days offer students various activities to get in contact with companies, such as company presentations, business cases, business lunches, and dinners. Next to the formal activities, the Recruitment Days offer informal activities that give students the possibility to engage with recruiters in a more informal setting.

As a member of the Recruitment Days Board, you will be responsible for setting up the entire event. Your tasks include contacting companies for participation, arranging the event location and logistics, setting up a program for each day, and designing promotional material for the event. You will organize an event that offers a large number of fellow students the opportunity to get in contact with a wide and comprehensive range of companies, both on a formal and informal level.

During your board year, every board member will gain a lot of experience in several different aspects, both personal and related to their specific position. Read more about the Recruitment Days Board and all the positions on the next pages!

# Come on board

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## Expand your network

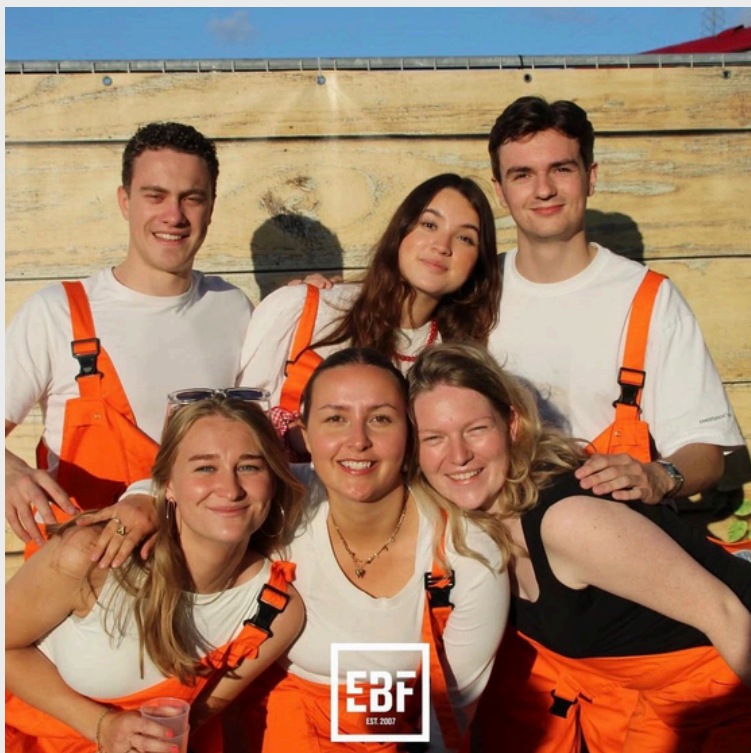
During your board year, you will expand your network both professionally and socially. You will get in contact with a lot of different companies and expand your network. You will also get in contact with a lot of students. As a board member, you will work closely with your fellow board members and with EBF and MARUG.

## Develop yourself

A board year gives you the opportunity to discover what drives you and where your strengths truly lie. You will set up a large event with your fellow board members, but during this process, you are likely to have to overcome hurdles. You can learn a lot from this together.

## Have fun

You will get an office at the interim with your board, where you can work together. In the interim, there are around 12 other boards of study associations, making it a very social place, filled with ambitious people.



# Functions - Chairman

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## Tasks

- Motivating and supporting the Recruitment Days Board
- Preparing and chairing the Board Meetings
- Initiating and controlling the strategic policy
- maintaining the overview of the preparations for the Recruitment Days
- Being responsible for the overall planning of the Recruitment Days Board
- Acquiring companies and maintaining contact with participating companies



As chairman of the Recruitment Days board, you have the final responsibility for the Recruitment Days and you will have a big variety of tasks. First of all, you are responsible for implementing and monitoring the strategic policy. Together with your fellow board members, you write the policy at the beginning of the board year. The policy identifies focus points and projects that you, together with your board members, want to achieve during the year. As chairman, you keep track of policy progress throughout the year. In addition, you are responsible for the overall planning of the board and ensuring that you and your other board members adhere to it. In doing so, it is important that you are well-informed about the activities of your other board members. You are also responsible for motivating and supporting your fellow board members. You can do this by scheduling regular individual meetings, but also by planning fun activities together! Acquiring companies and maintaining contact with participating companies is also an important task for the chairman. Not only will you help the commercials with the acquisition, but you will support your board members as needed!

# Functions - Commercial Relations I

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## Tasks

- Acquire companies to participate in the event
- Give lead to CR II, III and IV
- Responsible for contracting companies
- Head of contact for the companies before and during the event
- Responsible for the evaluations after the event



As Commercial Relations I you are responsible for all business contacts we have at Recruitment Days. From the start of your board year till the last two months, you are responsible for acquiring companies to participate in the event. You will give the lead to CR2, CR3, and CR4, who will help you during this acquisition period. After finalizing the acquisition, you will start contracting all companies. You will be the head of the contact for all these companies from then on. You will supply them with all the content and information they need to make the Recruitment Days a success. During the Recruitment Days themselves, you will be the head of contact for all companies. After the event, you will do the final evaluation with all companies and make sure that you finalize the contact with them neatly and professionally so that they will want to participate again next year. The “Vice-Chairman” part of this function only starts when the chairman is not present. So, you will carry out their tasks during their absence. You can check these tasks in the chairman's function description. However, you do need to write the policy for your board year as vice-chairman. You will do this together with the chairman. You will create this policy with the whole board, but the writing and finalizing of this is your and the chairman's responsibility. Workload: peak moments at the start of the board year, during the first months of the new year, and right before the event.

# Functions - Day Organisation & CR II

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## Tasks

- Acquire companies to participate in the event
- Responsible for the logistics of the event
- Responsible for the location (including catering)
- Responsible for making the script of the organisation
- Responsible for the playground, the entertainment for students and recruiters during the days
- Responsible for all transport to and from the venue for recruiters
- Responsible for the socials and the afterparty



As a Day Organization & Commercial II you are working on two main things: the acquisition process and the logistics surrounding the event. During the first months, you will mainly support the Commercial I with the acquisition, after which you will mainly focus on the event itself. First and foremost, this means picking the venue, the caterer, the entertainment and the restaurants. Moreover, this will mean that all scenarios will be created by you, so what will everyone do every day, and what will that look like? This goes from picking up recruiters to planning the social at the end of the day.

# Functions - Treasurer & CR III

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## Tasks

- Responsible for the budget
- Responsible for invoices
- Responsible for processing direct debits
- Responsible for Exact (Accounting Program)
- Responsible for submitting declarations
- Responsible for making prognoses



As a Treasurer / Commercial III, your main responsibility is the budget. In the beginning you will start with scenario planning and when more details of the event become clear, you need to adjust the budget or create new scenarios. During this year, you will learn a lot of new skills, such as working with Exact (accounting program), making and paying invoices, processing direct debits, submitting declarations, making prognoses, and maintaining contact with debtors and creditors. Throughout the year, you will work closely with the rest of the board to make sure the budget supports the board's goals. Overall, the goal of the treasurer is to provide the board with the financial information and guidance to make informed decisions about the upcoming event. Besides this, you are responsible for the acquisition. You need to acquire companies for the upcoming event. Due to this, you will get to know a lot of new people and companies.

# Functions - Secretary & Logistics

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## Tasks

- Responsible for acquiring companies to participate in the event
- Responsible for creating the schedule
- Responsible for the website
- Responsible for the registration period and checking CV's
- Responsible for the contact with the students
- Responsible for student evaluations after the event



As secretary & logistics / Commercial IV, you will have two main tasks; acquisition of participating companies together with the other commercials and secretary/ logistics tasks. Your board year will begin with the acquisition period, which will start right after shaping the policy. In the meantime, you will be busy with writing minutes, updating the website, and creating a concept schedule. You will be responsible for making the whole schedule; this is also one of your main tasks! Next to that, you will make sure that the website is up to date, contains all the relevant information, and is ready for the registration period. As the event comes closer, the contact with students will increase, and you will provide them with all the relevant information about the event. After the event, you will make sure to evaluate the evaluation forms filled in by students.

# Functions - PR & Promotion

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## Tasks

- Responsible for the overall promotion of the event
- Responsible for managing the social media channels
- Responsible for organising promotional stunts
- Responsible for the design, ordering, and distribution of promotional materials used before and during the event
- Responsible for the promotion after the event
- Responsible for acquiring companies to participate in the event



As Public Relations & Promotion, you have one main task: you are responsible for the overall promotion of the event. This position especially requires a lot of planning & creativity. Your tasks include managing the social media channels such as Instagram and LinkedIn. Next to that, your tasks include the design, ordering, and distribution of the promotional materials used before and during the event. Your board year will start with the acquisition period that lasts until the end of the summer. Your first task will be designing a company brochure that can be used in the acquisition period. You also help with acquiring the participating companies and sponsors. Over the whole period, you will manage the social media platforms where you will post information about the event. In addition, you will be responsible for organizing promotional stunts. You will also arrange lecture talks, and communication in group chats and SMS. As the event approaches, managing the social media platforms will get busier. Furthermore, you will be responsible for creating the program booklet for all students participating in the event. After the event, you will manage the promotion of recruiting the following Recruitment Days board. How you will design and manage everything is in your hands which gives you the opportunity to let your creativity run free.

# What does your board year look like

The Recruitment Days board starts with low hours in July. Closer to the event, the workload becomes higher.

| Months              | What   | Weekly Hours                       |
|---------------------|--|------------------------------------|
| July-August         | <ul style="list-style-type: none"><li>• Get to know your fellow board members</li><li>• Write yearly policy</li><li>• Establish partnership packages</li><li>• Choose location</li></ul> | 10 hours                           |
| September - January | <ul style="list-style-type: none"><li>• Acquire partnerships</li></ul>   | 16-24 hours                        |
| February            | <ul style="list-style-type: none"><li>• Acquire partnerships</li><li>• Marketing to students</li><li>• Work out arrangements</li></ul>   | 30 hours                           |
| March               | <ul style="list-style-type: none"><li>• Finalise acquisition &amp; logistics</li><li>• Marketing</li><li>• Manage participants &amp; schedules</li></ul>                                 | 24 hours                           |
| April               | <ul style="list-style-type: none"><li>• Event preparations</li><li>• Recruitment Days</li><li>• Evaluation and transition documents</li></ul>  | 20 hours<br>Full-time during event |

# Application procedure

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The applications for chairman close on 21st of June 2026.

Do you want more information about the application procedure?  
You can contact:

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|---------------------------------------|----------------|
| Chairman - Fleur Walraven             | +31 6 53465251 |
| Vadim Lurov - Commercial Relations    | +31 6 45122725 |
| Janine Ellemer - Day Organisation     | +31 6 22234943 |
| Marieke Zuidveld - Treasurer          | +31 6 27168937 |
| Ruben Swaters - Secretary & Logistics | +31 6 83910736 |
| Myrthe van der Vlist - PR & Promotion | +31 6 23076131 |

For your application, send your CV and motivation to  
**[recruitment@ebfgroningen.nl](mailto:recruitment@ebfgroningen.nl)**

## Apply now!

