

# Vacancy:

## Events & Community Engagement Officer

*This is a role for someone who enjoys making things happen. At University College Roosevelt (UCR), much of what defines the student experience happens beyond the classroom. Events, collaborations, internships, alumni connections, and the day-to-day rhythm of a close-knit academic community all play a central role. We are looking for an Events and Community Engagement Officer who helps bring this to life. You will ensure that prospective students, current students, alumni, staff, and external partners are actively connected, that activities are well-organized, and that what happens at UCR is visible both internally and externally. This is a hands-on, operational role at the center of the UCR community.*

<b>Employer:</b>	University College Roosevelt	<b>Remuneration:</b>	Up to €3.985 / month
<b>Location:</b>	Middelburg, The Netherlands	<b>Deadline:</b>	10 May 2026
<b>Function:</b>	Community Engagement Officer	<b>1<sup>st</sup> interview:</b>	w/c 18 May 2026
<b>Hours:</b>	Full-time (38/40 hrs / week)	<b>2<sup>nd</sup> interview:</b>	w/c 25 May 2026
<b>Job number:</b>	2026-03-UCR	<b>Start date:</b>	1 July 2026 (or sooner)

### About University College Roosevelt

Founded in 2004, University College Roosevelt is a small-scale, international liberal arts and sciences college based in the historic centre of Middelburg, the Netherlands. With around 500 students, guaranteed housing, and a close-knit residential campus, UCR offers an intensive, student-centred learning environment where education is collaborative and community-focused. At the heart of UCR is an open curriculum of more than 150 courses organised across six interdisciplinary clusters. Students design their own academic journey, combining perspectives and disciplines to address real-world questions. The programme is deliberately embedded in society, responsive to global and regional developments, and adaptable to diverse ambitions - preparing graduates to think critically, connect ideas, and contribute meaningfully beyond the classroom. While students earn the Liberal Arts and Sciences bachelor's degree awarded by Utrecht University, UCR is not a branch or faculty of Utrecht University and operates autonomously.

### What you will do

You work across the organization to support, coordinate, and deliver a wide range of activities that strengthen the UCR community.

You plan, organize and execute events involving students, staff, alumni, and external partners. Think of events such as open days, convocation and graduation. From planning through to evaluation, you ensure that activities run smoothly and are well attended.

You contribute to communication and visibility of the college and everything we do and achieve by supporting internal communication (such as intranet updates and news alerts) and external communication that ensures activities and stories are shared on social media and other channels in a timely and consistent way.

You support alumni engagement by helping maintain relationships, contributing to communication, and assisting in the organization of alumni activities and events.

You help connect students with external opportunities by supporting the coordination of internships and ensuring that opportunities are visible, accessible, and well managed.

You assist faculty and staff in their collaboration with external partners. This includes helping organise joint activities, coordinating logistics, and acting as a point of contact to keep things moving.

Across all of this, you act as a central point of coordination. You connect people, keep track of what is happening, and ensure that ideas are followed through and delivered.

## How you will work

You will work closely with colleagues across the organization, including faculty and administrative staff. You are not responsible for setting strategy or running campaigns, but you play a key role in making sure that activities, events, and communication actually happen and reach the right people. You will often be the person who ensures that plans turn into action.

## Who you are and what you bring

You are someone who enjoys working with people and building connections. You keep things organized, even when multiple activities are happening at once, and you take pride in making things run smoothly. You notice what needs to be done and act on it. You are comfortable in a role that is varied and dynamic, you are open to work on some evenings or weekends, and you enjoy being at the center of activity.

You are organized, reliable, and proactive. You are comfortable working across different teams and overseeing multiple activities at the same time. You have strong communication skills and can engage clearly and professionally with students, staff, alumni, and external partners. You take initiative, follow things through, and enjoy working in an environment where no two days are the same.

You will need to bring experience with event planning and execution and a strong familiarity with social media and excellent communication skills in both English and Dutch.

## What success looks like (after 12 months)

- Events and activities are well-organized and run smoothly.
- Alumni engagement is more consistent and visible.
- Partnership activities are well-coordinated and easy to access.
- Communication is timely, of good quality and consistent, both internally and externally.
- Staff and students know who to turn to to help make things happen.

## What we offer

- A one-year employment contract, leading to a permanent contract subject to appraisal
- A Flexible working policy including (limited) remote working opportunities
- A Salary based on UNL scale 7, in line with experience and qualifications
- (Partial) commuting cost reimbursement (within the Netherlands)
- A comprehensive benefits package, including:
  - End-of-Year Bonus (8.3%)
  - Holiday Allowance (8%)
  - Pension arrangement with ABP (<https://www.abp.nl/>)
  - Flexible benefits model
  - Generous leave entitlement (232 hours per year, based on full-time employment)

## How to apply

People are at the heart of what we are and do; we want to attract outstanding, inspirational, and talented people, support them to succeed and celebrate their success. UCR is committed to equality, diversity, and inclusion in all aspects of its community. We welcome applications from individuals of all backgrounds.

If role is right for you, please submit your application by email to [personnel@ucr.nl](mailto:personnel@ucr.nl) before **10 May 2026**. We encourage you to apply even if you do not meet every requirement. Your applications should include:

- a letter of motivation
- a resume/cv
- the names of at least two referees who can be contacted by email and phone.

As part of the application and selection process, an assessment or presentation may be included. If this becomes necessary, you will be informed in advance.

First interviews are scheduled to take place in the week commencing 18 May. Second interviews are scheduled to take place in the week commencing 25 May. Unfortunately, only short-listed candidates will be contacted. If you have not heard back from us by 15 May, you may presume that you have not been shortlisted for interview.

**Any questions?**

If you have any questions about this role, please reach out to Etienne de Jager, Managing Director, via [e.dejager@ucr.nl](mailto:e.dejager@ucr.nl).