

EUA has an immediate opening for an

### **Entry-level Project/Policy assistant (one year renewable)**

EUA is looking forward to welcoming a highly motivated junior professional for its Governance, Funding and Public Policy Development team. The successful candidate will reinforce the team in the context of its funding campaign for sufficient, sustainable and simple [European Funding](#). This includes activities around the European funding programmes and frameworks post 2020 relevant for universities. The position is based in Brussels, with possible occasional travel within Europe.

#### **Main responsibilities**

- Coordination of various consultations in the framework of the funding campaign including
  - logistical aspects (organisation of physical and online meetings)
  - content preparation (briefing notes, development and implementation of surveys)
  - content exploitation (drafting minutes, developing analytical summary notes)
- Support to policy work (incl. monitoring, information gathering, drafting and presentation of position papers/ briefings)
- Support to project work (including data collection and analysis, support to event organisation, as well as more generally development of project proposals, implementation, including reporting and financial management)
- A wider range of other tasks, as they emerge, such as liaising with EUA members and outside partners, preparing information and background materials, representing EUA at external meetings and events etc.

#### **Background and qualifications**

- Relevant higher education second-cycle degree – (i.a. Master in economics, politics, social sciences)
- Experience in data analysis – experience with data analysis software is an asset
- One year experience (job or traineeship) in the field of EU affairs, research and/or higher education (experience in project management in Erasmus+/Horizon 2020 is an asset).
- Excellent command of English (preferably native speaker) and at least one other European language
- Writing skills and proven experience in drafting documents, reports etc. in English.
- Ability and willingness to learn about complex funding ecosystems
- Eagerness to work in a multicultural and multilingual environment
- Strong PC skills with an interest in learning how to use new tools

The Association offers a one-year contract (renewable) and an attractive package of benefits including luncheon-vouchers and a pension-scheme.

Interested candidates are requested to send their CV and a concise motivation letter quoting their salary expectations to [hr@eua.be](mailto:hr@eua.be).

Interviews for this vacancy will start at the end of August 2017.

EUA regrets that we are not able to acknowledge all applications received.