



The European University Association (EUA) represents more than 800 universities and higher education associations in 46 countries. Located in Brussels, the EUA secretariat is comprised of around 35 staff members. EUA's mission is to promote the development of a coherent system of education and research at European level through policy development, projects and services to members.

The Council of Doctoral Education is a membership service within the European University Association, dedicated to facilitating the development of doctoral programmes in Europe. It organises workshops, collects and disseminates information to its members and acts as a European voice for doctoral education.

## **EUA is looking for a PROJECT OFFICER**

Highly motivated professional to implement projects and activities gathering and analysing empirical evidence from Europe's universities aimed at strengthening the input of Europe's universities as stakeholders in the policy development of the European Higher Education and Research Area in a regional national and global context).

### **Principal Responsibilities**

#### **1. Project Coordination and Implementation**

- Contributing to project activities and their management
- Preparing publications, reports and papers summarising empirical knowledge, recent developments of policy linked to the regulatory framework conditions of Higher Education and Research.
- Analysing and gathering project data
- Preparing and organising project events and meetings
- Planning and monitoring project budget expenditures
- Liaison with relevant partners
- Contract management (in collaboration with the EUA Accountancy department)
- Developing information both within the projects, and for outside partners (e.g., EUA website, newsletter etc)

#### **2. Assisting with related EUA Conferences, meetings and events, in particular:**

- Liaising with the CDE Steering Committee
- Contact to member institutions
- Assisting with development of events

#### **3. Other tasks as requested**

### **Background and Qualifications**

#### **Required qualifications and experience:**

- Higher education second cycle degree
- Up to 3 years relevant professional experience preferably within a university environment
- Relevant experience in the implementation and management of projects and in the analysis of datasets
- Good knowledge of European higher education, research and innovation policy framework
- Experience of working in a multi-cultural and multi-lingual environment

#### **Required skills and competences:**

- Sound analytical skills
- Excellent oral and written communication skills
- Excellent organisational skills (including budgetary and financial management skills)
- Necessary IT skills, especially Microsoft Excel (knowledge of software such as survey monkey would be an advantage)
- Ability to work both independently and as part of a team, against tight deadlines and in a very complex international environment.
- Mastery of English and at least one other European language

**The Association offers a contract of limited duration (one year), renewable under Belgian law and an attractive package of benefits including lunch vouchers and a pension scheme.**

A CV and cover letter should be sent to Isabelle Damman at the following email address: [vacancies@eua.be](mailto:vacancies@eua.be) by **22 September 2010**. EUA regrets that we are not able to acknowledge all applications received. Please note that only suitable candidates will be invited for interview.