



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 35 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and services to members.

The Institutional Evaluation Programme (IEP) is an independent membership service of the European University Association (EUA) that has been designed to ensure that higher education institutions gain maximum benefit from a comprehensive evaluation conducted by a team of experienced European higher education leaders. The intention is for these evaluations to support the participating institutions in the continuing development of their strategic management and internal quality culture.

EUA is currently looking for an

ADMINISTRATIVE OFFICER (Full-time)

Role

- Provide administrative support to the EUA's Institutional Evaluation Programme (IEP) and quality assurance related projects

Principal responsibilities

- Coordination of the logistical aspects of the IEP site visits and liaison with participating institutions
- Liaison with the IEP pool of international experts
- Practical organisation of meetings and workshops
- Administrative support to day-to-day activities such as managing expenses claims, filing and correspondence

Background and qualifications

- At least two years experience in administrative work, preferably within a university environment
- Excellent command of English (spoken and written), preferably native speaker or previous work experience in English-speaking environment. Any other European language as an asset
- Strong PC skills (Word, Excel, Outlook, PowerPoint) with an interest in learning how to use new tools
- Strong organisational skills and efficient worker
- Good communication skills
- Dynamic and conscientious with a good sense of team work
- Able to work on multiple tasks and projects simultaneously

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 **by 27 September 2010**. We regret that we are not able to acknowledge all applications received. Please note that only suitable candidates will be contacted for interview.