

EUA has an immediate opening for an

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

EUA is looking forward to welcoming a highly motivated junior professional for its Governance, Funding and Public Policy Development Unit. The successful candidate will reinforce the team in the context of its activities in promoting sustainable and efficient funding models for universities. The position is based in Brussels, with possible occasional travel within Europe.

#### **Main responsibilities**

- Coordination of consultations with members in the framework of the governance and funding work, 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 (including monitoring, information gathering, drafting and presenting position papers/briefings).
- Support to project work (including data collection and analysis, event organisation, project proposal development and implementation, as well as reporting and financial management).
- A 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 (such as a Master's in economics, politics, or social sciences).
- Experience in data analysis; knowledge of data analysis software is an asset.
- One year of experience (job or traineeship) in the field of EU affairs, research and/or higher education.
- Excellent command of English 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 to use new tools.

#### **What we offer**

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

EUA's dynamic and committed staff members come from across Europe and beyond and the Association highly values its diversity. The office is conveniently located in the European Quarter near the Merode metro station.

#### **How to apply**

If you feel that you have the skills and competences for the job and could fit into the EUA team, please email your CV and a concise motivation letter, quoting your salary expectations, to [HR@eua.eu](mailto:HR@eua.eu).  
Deadline: 15 December 2018.

Interviews for this vacancy will start in December 2018. The successful candidate will be expected to start in January 2019.

EUA regrets that it is unable to acknowledge all applications received. Please note that only suitable candidates will be invited for an interview.