

EUA has an opening for an Administrative Assistant for its Higher Education Policy Unit

EUA is seeking to recruit an enthusiastic professional to provide support to its Higher Education Policy Unit, comprised of five staff members. The Unit works on a range of issues related to European higher education, the Bologna Process, learning and teaching (including its digital aspects), lifelong learning, inclusion and internationalisation. In close collaboration with the Director, the successful candidate will contribute to the unit's administration and management, ensuring good communication and collaboration within the team and across the Association, as well as with external parties.

The position is available as of January 2023.

THE ROLE

- support to the unit's activities, projects and events;
- contribution to project management;
- coordination of agenda arrangements and time sheets;
- organisation of travel and meetings;
- contribution to event organisation, in co-operation with EUA's events team and external partners and providers;
- occasional travel (usually no more than once or twice a year).

BACKGROUND, QUALIFICATIONS AND SKILLS

- an academic degree;
- at least two years of relevant experience in an administrative position;
- proficiency in English, which is the working language of the organisation (knowledge of other European languages would be an advantage);
- good interpersonal and organisational skills and the ability to express yourself confidently both verbally and in writing, with people at all levels and of diverse backgrounds;
- ability to solve problems, multitask and set priorities while paying rigorous attention to detail;
- good digital skills, in particular proficient use of MS Word and Excel, with interest to learn use new tools;
- dynamic, conscientious, and able to work both in a team and in an autonomous and proactive manner;
- experience in higher education, higher education institutions or organisations is not a requirement, but is an asset.

WHAT EUA OFFERS

The Association offers a permanent contract under Belgian law and an attractive remuneration package, including the full reimbursement of public transport costs, medical insurance, lunch vouchers and a pension scheme and the possibility to work from home for up to two days per week.

The salary band for the role is from €35.000 to €42.000 gross per annum, depending on experience. If your profile matches the requirements for the role, please email your CV and a motivation letter to recruitment@eua.eu.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

EUA regrets that it is unable to acknowledge all applications received.

Please note that only suitable candidates will be invited for an interview.



The European University Association (EUA) represents nearly 850 universities and higher education associations in 49 countries. Located in Brussels, the EUA secretariat is comprised of around 40 staff members. Its 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.