

# EUA is looking for a Project and Policy Assistant for its Research & Innovation team

(6-month contract, full time, 38h/week)

The European University Association (EUA) is seeking to recruit a motivated professional, who is curious to discover and contribute the work of a large and diverse association with members all across Europe, to provide support to the Association's Research & Innovation (R&I) team.

EUA's R&I team works on a range of issues, with the aim to strengthen the capacity of universities in the field of research and innovation and their representation at European policy level. Three overarching priorities guide the activities of the R&I unit: amplifying the societal impact of R&I activities conducted by universities, cultivating robust, diverse and collaborative R&I culture(s) and championing a well-designed and sustainable R&I system. The successful candidate will assist the R&I team in carrying out dedicated activities based on those priorities, in the broader context of the European Research Area Policy Agenda.

The successful candidate should be available to start as soon as possible, as of 1 July 2024. It is expected that the Project and Policy Assistant will work on-site at the EUA office in Brussels at least three days per week, with the possibility to work from home for up to two days per week.

## THE ROLE

- Support overall EU policy monitoring and horizon scanning. This may include:
  - The identification of Members of the European Parliament with specific interest in R&I topics;
  - Draft summary notes of meetings;
  - Other relevant tasks as required.
- Support the organisation of the first EUA Research & Innovation Forum, to be held in November 2024;
- Support the organisation and implementation of a training programme dedicated to research ethics in the context of emerging technologies.

## BACKGROUND, QUALIFICATIONS AND SKILLS

- You hold at least a bachelor's degree;
- You show keen interest in universities, higher education and research & innovation policy;
- You are proficient in the English language (good working level, at least C1);
- You can draft meeting notes and summarise documents in English;

- You are open and curious to discover and contribute to the work of a large and diverse membership organisation in a multicultural setting;
- You have a 'hands-on-attitude' and are willing to engage in practical work with EUA members and partners (workshop organisation; preparation and follow-up of meetings; drafting of summary notes; policy monitoring ...).

## WHAT EUA OFFERS

We offer a 6-month fixed-term contract under Belgian law, and an attractive remuneration package, including compensation for teleworking, lunch vouchers and a pension scheme.

This position provides a unique opportunity to gain experience in working in a large and diverse European membership organisation in a multicultural environment, and to gain insights into its work with and for universities from across Europe as well as the functioning of European policy making for higher education and research.

EUA's dynamic and committed staff members come from across Europe and beyond and the Association highly values its diversity. The position is based in Brussels, and it is expected that the successful candidate will relocate if he/she is not already based in Brussels. The office is conveniently located in the European Quarter near the Merode metro station.

## HOW TO APPLY

If your profile matches the requirements for the role, please email your CV and a motivation letter, quoting your salary expectations, to [recruitment@eua.eu](mailto:recruitment@eua.eu).

The deadline for applications is 31 May 2024. Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

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