

## EUA has an immediate opening a Project and Policy Officer for its Research & Innovation team in Brussels

(Full time contract, 38h/week)

The European University Association (EUA) is seeking to recruit a motivated professional for its Research & Innovation (R&I) unit to implement a wide range of activities aimed at strengthening the capacity of universities in the field of R&I and their representation at European 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 strengthen the R&I team in carrying out dedicated activities based on these priorities, in the broader context of European R&I policy developments.

The position is available immediately, and the successful candidate can start as soon as possible.

### **THE ROLE**

- Contributing to the development of EUA's policy work and positions on R&I, with a focus on areas such as artificial intelligence in science, digitalisation, data spaces and related topics. The role will also involve supporting the wider policy and project work of the R&I team beyond these specific areas.
- Producing a variety of written materials, including news articles, policy positions, reports and meeting summaries.
- Monitoring EU policy developments and conducting horizon scanning.
- Liaising with EUA members and outside partners.
- Assisting and representing EUA at internal and external meetings and events, including providing support to EUA representatives, preparing briefings, and reporting.
- Preparing and organising events and meetings, both online and in person.
- Other tasks as required.

### **BACKGROUND, QUALIFICATIONS AND SKILLS**

- You hold an advanced degree (i.e. master's degree).
- You have at least 3 years of relevant professional experience.
- You demonstrate a good understanding of and keen interest in universities, research & innovation and higher education policy.
- You have experience with or interest in European R&I policy developments, particularly in areas such as AI, digitalisation, emerging digital technologies, data spaces and research/knowledge data management. Prior expertise in these fields is an asset but not a requirement; willingness and motivation to build expertise is essential.

- You are curious, adaptable and eager to engage with a wide range of R&I policy issues beyond the above-mentioned topics, contributing to the broader work of a dynamic, multicultural team representing a large and diverse membership of universities across Europe.
- You possess sound analytical and organisational skills and work well both independently and as part of a team, including against tight deadlines.
- Your command of English (the working language of EUA) is excellent, both written and spoken; knowledge of a second European language is an advantage.
- You are capable of producing clear and concise written materials in English (e.g. news articles, reports, policy statements and meeting summaries).

## WHAT WE OFFER

We offer a full time (38h/w) permanent contract under Belgian law, and an attractive remuneration package, including compensation for teleworking, full reimbursement of public transport costs, lunch and eco-vouchers, a pension scheme and complementary health insurance with extensive coverage.

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 they are not already based in Brussels. The office is conveniently located in the European Quarter near the Merode metro station.

The Project and Policy Officer will be expected to work on-site at the EUA office at least three days per week, with the flexibility to work from home for up to two days per week.

## HOW TO APPLY

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

The deadline for applications is **20 June 2025**. 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.

The European University Association (EUA) is the representative organisation of universities and national rectors' conferences in 48 European countries. The Association provides unique expertise in higher education, research and innovation, as well as a forum for exchange of ideas and good practice among universities. Thanks to its interaction with a range of other European and international organisations, EUA ensures that the voice of European universities is heard wherever decisions are being taken that will impact their activities. Located in Brussels and Geneva, the EUA Secretariat is comprised of more than 40 staff members.

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