

EU Project & Office Management Traineeship

General information

Period: 1 September 2018 to 28 February 2019 (flexible)

Duration: 4-6 months

Commitment: Full-time

Financial compensation

The [European University Foundation](#) is an alliance of European universities aiming to accelerate the modernisation of the European Higher Education Area. We stand for diversity and social fairness in Higher Education and base our work on the following five pillars:

- Digital Higher Education
- Quality Mobility
- Employment & Entrepreneurship
- Active Citizenship and
- Policy Innovation

The EUF offers an EU project & office management traineeship for students or recent graduates to work with our staff in our Luxembourg office.

Main tasks and responsibilities

- Supporting Project & Policy Officers with task related to EU-funded projects
- Assisting organisation of network and project events (administration and logistics)
- Following-up on administrative requests from projects partners
- Contributing to the overall office management

Required skills and experience

- Very good knowledge of written and spoken English. French knowledge is of advantage.
- Precise and organised way of working
- Proficient user of Microsoft Office package

With the support of Erasmus+

Co-funded by the
Erasmus+ Programme
of the European Union



European University Foundation

Château de Munsbach - 31, rue du Parc – L-5374 MUNSBACH

Phone: 00352 26 15 10 - Email: contact@uni-foundation.eu

R.C.S Luxembourg G190

- Capability of working in a team as well as independently
- Used to working in office environment and being detail oriented

Terms and conditions

- Internship duration 4-6 months
- The internship should begin between September 1st and October 1st
- The intern is encouraged to have an Erasmus+ traineeship scholarship or equal funding. The EUF is able to provide selected candidates with a top-up grant to cover the living costs.
- Our young and dynamic team offers a challenging and rewarding work environment with mentorship

Highly valued

- Experience in local, national or European student organisations
- Fluency in other European languages (e.g. French, Italian, Spanish)
- Volunteer experience

To apply, please send:

- a motivation letter and;
- a CV to applications@uni-foundation.eu by **Sunday, 29 July 2018**.

Applications received after the deadline won't be considered.

The EUF regrets that we are not able to acknowledge all applications received. Only suitable candidates will be invited for an interview.

uni-foundation.eu

The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else.

If you submit an application, we will keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our traineeship offer for the position for which we are considering you. When that period is over, we will delete your data.

If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to contact@uni-foundation.eu. You have the right to lodge a complaint about the way we handle your data with the [Commission nationale pour la protection des données](http://www.cnil.fr) or you can contact us at contact@uni-foundation.eu for more information or concerns.

With the support of Erasmus+

Co-funded by the
Erasmus+ Programme
of the European Union



European University Foundation

Château de Munsbach - 31, rue du Parc – L-5374 MUNSBACH

Phone: 00352 26 15 10 - Email: contact@uni-foundation.eu

R.C.S Luxembourg G190