

Project Coordinator (m/f)

General information

Type of contract: fixed-term full-time contract

Location: Brussels

Start date: 01.10.2018

Who are we?

The European University Foundation is a university network that aims to accelerate the modernisation of the European Higher Education Area. The Foundation focuses its action on five pillars and it stands for diversity and social fairness in Higher Education. Its highly dynamic and creative international team is located both in Luxembourg and Brussels. We offer a challenging work environment and projects with partners from several European countries.

What will you do?

- Planning detailed execution of projects;
- Managing reporting activities;
- Preparing and organising working meeting/events;
- Monitoring the progress of the activities;
- Ensuring a transparent and efficient financial execution;
- Overseeing and implementing the dissemination and communication activities.

What are the requirements?

- Have knowledge about European Higher Education and 3 years of relevant work experience;
- Have an advanced command of spoken and written English;
- Have experience in the field of project and event management;
- Be able to chair meetings and efficiently organise online cooperation;
- Have high-level commitment, be willing to assume new tasks;
- Be willing to travel abroad as often as required by project activities;

- Be responsible, autonomous, reliable and flexible;

We value candidates with:

- Fluency in other European languages besides English;
- Precise and organised way of working;
- Creativity and problem-solving as well as good communication skills;
- Capability of working in a team as well as independently;
- Any extra knowledge about the Erasmus+ programme is an advantage.

Application:

To apply, please send your CV and motivation letter to applications@uni-foundation.eu mentioning the job title in the email subject. Only shortlisted candidates will be invited for an interview.

Deadline to apply: 31st of August 2018

www.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 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.