

Open Call: EU policy & project assistant traineeship

The **European University Foundation (EUF)** is an alliance of European Universities aiming to accelerate the modernisation of the European Higher Education Area. As a European-wide organisation, the EUF maintains comprehensive internal and external communication with its network, European institutions and stakeholders.

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

Main tasks and responsibilities

- Assistance in implementing network-wide project activities
- Support for the administration of project activities
- Support for reporting and evaluation of project results
- Assistance in planning and developing new project proposal
- Assistance with project-based communication tasks (e.g. Newsletters, Social Media, web content)

Terms and conditions

- Traineeship duration 4 to 6 months
- The traineeship should begin between December 2019 and February 2020
- The trainee is encouraged to have an Erasmus+ traineeship funding (or equal support). The EUF is able to provide selected candidates with a top-up grant to cover the living costs.
- Commuting allowance in Brussels

Required skills and experience

- Very good knowledge of written and spoken English
- Prior experience in project related activities
- Familiar with the concepts of Social Media and online marketing
- Precise and organised way of working
- Proficient user of Microsoft Office package and Google apps
- Capability of working in a (multicultural) team as well as independently

Highly valued

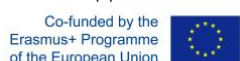
- Experience in local, national or European student organisations
- Fluency in other European languages
- Volunteer experience

To apply, please send a motivation letter, CV to applications@uni-foundation.eu by **Monday the 18th of November 2019**. Applications received after the deadline won't be considered.

Interviews, either in Brussels or via Skype will be conducted with the shortlisted applicants. The EUF regrets that we are not able to acknowledge all applications received. Only suitable candidates will be contacted and invited for an interview.

Don't hesitate to contact us in case you have any additional questions regarding the position. For more information on EUF, please visit our website uni-foundation.eu.

With the support of Erasmus+



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