

# EU policy & project assistant traineeship

## General information

**Period:** From September 2021 // From January 2022

**Duration:** 4-6 months

**Commitment:** Full-time (preferably)

### Description:

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
- Policy Innovation

The EUF offers an **EU-project assistant Internship** for students or recent graduates to work with us in our Brussels office.

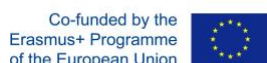
## Main tasks and responsibilities

- Assistance in implementing network-wide project activities
- Support for the administration of project activities
- Support for reporting and evaluation of project results
- Support for organising various online and blended events
- Assistance with project-based communication tasks such as newsletters, social media (LinkedIn, Facebook, Twitter) and online marketing

## Required skills and experience

- Very good knowledge of written and spoken English
- Familiar with the concepts of social media and/or online marketing
- Precise and organised way of working

With the support of Erasmus+



European University Foundation

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

Phone: 00352 26 15 10 - Email: [contact@uni-foundation.eu](mailto:contact@uni-foundation.eu)

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- Proficient user of Microsoft Office suite and Google apps
- Capability of working in a team as well as independently

### **Terms and conditions**

- Internship duration 4-6 months
- The internship should begin between September and October 2021 or between January and February 2022
- 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 an excellent opportunity to grow as a professional and apply your skills and talents in practice
- Rewarding work environment with mentorship

### **Highly valued**

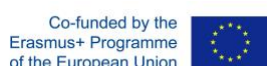
- Prior experience in project or event-related activities
- Experience in local, national or European student organisations
- Fluency in other European languages
- Volunteer experience

To apply, please send a **motivation letter and a CV** to **applications@uni-foundation.eu**.

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

Link: <http://uni-foundation.eu>

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