

Project Assistant (m/f)

General information

Type of contract: full-time

Location: Brussels or Luxembourg

Start date: September 2021

Who are we?

The European University Foundation is a university network with over 70 members across the Europe and 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 in Luxembourg, Brussels and Budapest. We offer a challenging work environment and projects with partners from several European countries.

We are recruiting a **Project Assistant** for a large project in the field of digitalisation of higher education:

What will you do?

- Provide ongoing support to the deployment of project results within the higher education community (5000 European higher education institutions);
- Update project documentation and guidelines based on stakeholder feedback and project development;
- Report on support and deployment activities towards the project manager and partners;
- Contribute to working meetings with European project partners;
- Plan the involvement of other partners in the support activities.

What are the requirements?

- Excellent command of the English language;
- Knowledge about European Higher Education/Erasmus+;
- Experience in the field of project and event management;
- High-level commitment and willingness to take on new tasks and challenges;
- Availability to travel abroad as often as required by project activities;
- Responsibility, accountability, reliability, autonomy and flexibility;
- Proficient user of Microsoft Office package and Google solutions;
- Higher Education degree (min. Bachelor degree).

We value candidates who are:

- Fluent in other European languages;
- Capable of working in a team as well as independently;
- Comfortable working in a multicultural environment;
- Detail-oriented.

With the support of Erasmus+



European University Foundation

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Benefits:

We offer an intercultural and international working environment with colleagues based in Luxembourg, Brussels and Budapest. Your work will contribute to shape European policies and programmes in the field of education and training and your work will ensure our messages reach European and national authorities in the field of education and training as well as all 5000 higher education institutions in Europe. You will face challenges in a fast-changing environment together with a team of talented colleagues. In this context, we provide further development opportunities and continuously seek to offer a rewarding working environment. You will have flexibility with teleworking days. Please note that for a Brussels-based position we also offer 13th month, meal vouchers, eco-chèques and commuting allowance.

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 contacted and invited for an interview.

Application deadline: 25th of August 2021

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.

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