

Communication and Project Officer

General information

Location: Brussels

Start date: to be agreed upon

Who are we?

The European University Foundation is a university network with more than 90 members that aims to accelerate the modernisation of the European Higher Education Area and the betterment of international student mobility, both regarding its quantity and quality. 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 mainly located in Luxembourg, Brussels, and Budapest. We offer a dynamic work environment, involving a wide range of project related tasks with partners from over 30 European countries.

What will you do?

- Oversee and contribute for the organisation of communication activities and events;
- Contribute to the detailed execution of EU projects;
- Contribute to representation activities to EU stakeholders and policy-makers;
- Prepare and organise/chair working meetings/events;
- Write reports, studies and policy papers;
- Monitor the progress of project activities;
- Ensure a transparent and efficient financial execution;

What are the requirements?

- Excellent command of the English language;
- Knowledge about European Higher Education/Erasmus+;
- Experience in the fields of communication, project and/or event management;
- High-level commitment and willingness to assume new tasks and challenges;
- Availability to travel abroad;
- Responsibility, accountability, reliability, autonomy and flexibility.

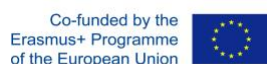
We value candidates with:

- 1-3 years' experience in communication and/or higher education
- Fluency in other European languages besides English;
- Precise and organised way of working;
- Creativity and problem-solving attitude;
- Capability of working in a team as well as independently;
- International experience and cultural adaptability.

Our benefits:

- International and thriving working environment with colleagues based across Europe

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European University Foundation
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R.C.S Luxembourg G190

- Opportunity to shape European policies in the field of Higher Education in close collaboration with European Institutions and stakeholders
- Work on multinational projects involving partners from most European Union
- Travel to various destinations
- Flexible working environment allowing use of home office days
- 13th month, meal vouchers, eco-chèques and commuting allowance

Application:

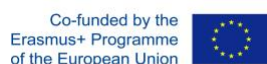
To apply, please send your CV and motivation letter to applications@uni-foundation.eu mentioning the job title in the email subject. Only shortlisted candidates will be contacted and invited for an interview.

Application deadline: 10th of December 2024

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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