

# Project and Research Officer

## General information

**Type of contract: 80%-100%**

**Location: Brussels/Luxembourg/remote**

**Start date: as soon as possible**

## Who are we?

The European University Foundation (EUF) is a university network with almost 100 members that aims to accelerate the modernisation of the European Higher Education Area and the betterment of international student mobility, both regarding its quality and quantity. EUF focuses its action on [five pillars](#), and it stands for diversity and social fairness in higher education.

EUF and its Universities have been championing digitalisation of Erasmus+ for over a decade, and currently assuring service provision, stakeholder engagement among other areas of work for the key parts of the European Student Card Initiative, notably Erasmus Without Paper Network, EWP Dashboard and Erasmus+ App.

EUF 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?

- Carry out project management activities, most notably for the digitalisation-related outputs;
- Write reports, analysis and policy papers;
- Oversee and contribute to the communication activities and events;
- Contribute to representation activities to EU stakeholders and policy-makers;
- Prepare and organise/chair working meetings/events;
- Ensure a transparent and efficient financial execution;

## What are the requirements?

- Excellent command of the English language;
- Experience with project and/or event management and communication activities;
- Knowledge about European Higher Education and Erasmus+ workflows;
- 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:

- 3-4 years of experience in project management 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.

With the support of Erasmus+

Co-funded by the  
Erasmus+ Programme  
of the European Union



European University Foundation

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### Our benefits:

- International and thriving working environment with colleagues based across Europe;
- 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 (for Belgian contracts)

### Application:

To apply, please send your CV and motivation letter (1 page) to [applications@uni-foundation.eu](mailto:applications@uni-foundation.eu) mentioning the job title in the email subject line. Only shortlisted candidates will be contacted on a rolling basis and invited for an interview.

### Application deadline: 20<sup>th</sup> of September 2025

[www.uni-foundation.eu](http://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](mailto:contact@uni-foundation.eu).*

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