

EU-project assistant internship

General information

Period: 1 September 2017 to 28 February 2018 (flexible)

Duration: 4-6 months

Commitment: Full-time

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 and;
- Policy Innovation

The EUF offers a Project assistant Internship 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 such as newsletters, Social Media (Linkedin, Facebook, Twitter) and online marketing

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

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

R.C.S Luxembourg G190

- Capability of working in a team as well as independently

Terms and conditions

- Internship duration 4-6 months
- The internship should begin between September 1st and October 1st
- 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 a challenging and rewarding work environment with mentorship

Highly valued

- Experience in local, national or European student organisations
- Fluency in other European languages (e.g. French, Italian, Spanish)
- Volunteer experience

To apply, please send a motivation letter and a CV to applications@uni-foundation.eu by Sunday, 9 July 2017.

Applications received after the deadline won't be considered.

We will conduct interviews with all shortlisted applicants prior to recruitment.

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

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