

EUA has an opening for an Events Assistant (immediate opening)

EUA is seeking to recruit an Events Assistant to reinforce its Communications Unit. This is a **junior/starting position** and recent graduates are welcome to apply.

The successful candidate will assist with the logistical organisation of EUA online and onsite events under the supervision of the Events Officers. This will require frequent communication with participants and members, using various databases and tools to manage participants, sending mass mailings, liaising with key players, ensuring technical support for online events, publishing marketing material online, assisting with logistical details online or onsite, other administrative duties related to events organisation will be required.

Additional tasks might be required depending on priorities and needs, such as covering reception desk duties as a back up and other tasks during colleagues' holidays.

In 2022, EUA is organising six conferences across Europe and 15 to 20 online events.

BACKGROUND AND QUALIFICATIONS

- Strong interest in events organisation;
- **Secondary education diploma or bachelor's degree.** In-depth training will be provided on the job.
- Excellent command of English (spoken and written) as this is the working language of the office; a good level of French (spoken). Any other European language is an asset;
- Good PC skills (Word, Excel, Outlook), as well as knowledge of online content publishing (desirable). Willingness to learn to use relevant tools (such as Canva and mass-mailing SW).
- Excellent organisational, communication and social skills;
- Dynamic, pro-active and conscientious attitude with an eye for detail;
- Eligible to work in the EU;
- Availability to travel occasionally.

WHAT WE OFFER

- The opportunity to work in a dynamic and international team on exciting European events;
- An open-ended contract under Belgian law and an attractive package of benefits including lunch vouchers and a pension scheme.

EUA's dynamic and committed staff members come from across Europe and beyond and the Association highly values its diversity. The office is conveniently located in the European Quarter near the Merode metro station in Brussels.

HOW TO APPLY

Please apply by email to recruitment@eua.eu by providing a curriculum vitae and a cover letter describing your motivation, by 3 July 2022.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

EUA regrets that it is unable to acknowledge all applications received and only suitable candidates will be invited for an interview.



The European University Association (EUA) represents around 850 universities and higher education associations in 49 countries. Located in Brussels, the EUA secretariat is comprised of more than 35 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and services to members.