

## EUA has an opening for an Intern for its Policy Coordination and Foresight Team

The European University Association (EUA) is seeking to recruit an enthusiastic intern, who is curious to discover and contribute to the work of a large and diverse association with members all across Europe, to provide support to the Association's Policy Coordination and Foresight Team.

The Policy Coordination and Foresight Team works on a range of issues related to identifying current and future developments of importance for universities, EU policy monitoring, horizon scanning, strategic foresight and the coordination and development of EUA's positioning on cross-cutting topics. The intern will contribute to policy and advocacy work (on topics such as the European elections or the European Universities Initiative) and gain insights into EUA's work with members and partners in European higher education and research policy making.

The internship can last for a minimum of three months and a maximum of six months, starting as soon as possible as of 1 February 2024. The schedule is flexible between three and five days a week. If a three-day schedule is chosen, the intern should ideally work onsite at the EUA office in Brussels on all days (Monday; Tuesday; Thursday). If a five-day schedule is chosen, this would include two days of teleworking (Wednesdays and Fridays) and three days onsite at the EUA office.

### THE ROLE

- Contribute to overall EU policy monitoring and horizon scanning on topics of interest to universities; draft articles and briefing notes;
- Contribute to the organisation and follow-up of two online workshops with leadership of EUA member universities;
- Draft summary notes of meetings; contribute to policy and advocacy work around the European elections and get insights into European policy making in higher education and research;
- Other relevant tasks as required.

### BACKGROUND, QUALIFICATIONS AND SKILLS

- Current master's student or doctoral candidate with knowledge about EU policy making and interest in universities, higher education and research policy
- English language proficiency (good working level, at least C1)
- Be open and curious to discover and contribute to the work of a large and diverse membership organisation in a multicultural setting;
- Have a 'hands-on-attitude' and be willing to engage in practical work with EUA members and partners (workshop organisation; preparation and follow-up of meetings; drafting of summary notes; policy monitoring ...)

### WHAT EUA OFFERS

We offer a stimulating internship providing a unique opportunity to gain experience in working in a large and diverse European membership organisation in a multicultural environment, and to gain insights into the work with and for universities from across Europe as well as the functioning of European policy making for higher education and research. We provide full reimbursement of public transport costs.

## HOW TO APPLY

If your profile matches the requirements for the internship, please email your CV and a motivation letter indicating your availability and preferred schedule for the internship to [recruitment@eua.eu](mailto:recruitment@eua.eu).

Interns 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. 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 and Geneva, the EUA secretariat is comprised of more than 40 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.

Avenue de l'Yser, 24, 1040 Brussels, Belgium • Tel: +32-2 230 55 44  
114, Rue du Rhône, Case Postale 3174, CH 1211 Geneva 3 • Tel: +41 22 552 02 96