

EUA has an immediate opening for a Personal and Administrative Assistant in the Secretary General's Office

INTRODUCTION TO EUA

Established in 2001, the European University Association (EUA) represents more than 800 universities and national rectors' conferences in 48 European countries and is the independent voice of Europe's universities.

EUA plays a crucial role in influencing EU policies on higher education, research and innovation. Through continuous interaction with a range of other European and international organisations, EUA ensures that the interests of member universities are represented wherever decisions are being taken that will impact their activities. The Association provides unique expertise in higher education and research, as well as a forum for exchange of ideas and good practice among universities. The results of EUA's work are made available to members and stakeholders through conferences, seminars, webinars, websites and publications.

EUA is based in Brussels (with a subsidiary office in Geneva) and employs over 40 professional staff in its Secretariat.

Extensive further information on EUA's role, members, governance, priorities, activities and staff can be found at www.eua.eu.

THE ROLE

EUA is looking for a dynamic individual to provide administrative and organisational support to the EUA Secretary General and her office. This is a critical post, which is essential to the smooth running of the association.

The tasks related to this role are as follows:

- Acting as Personal Assistant to the Secretary General and Deputy Secretary General, including managing calendars and scheduling internal and external meetings, responding to invitations and acting as a point of contact for speaker requests, compiling meeting information and briefings, and handling correspondence as required.
- Acting as a point of contact for correspondence and meeting requests to/for the EUA President and Board members.
- Providing administrative support to the Secretary General's office, including its Policy Co-ordination Unit, including travel bookings, logistical arrangements for meetings and events, and processing expense claims.
- Supporting the organisation of EUA's statutory meetings (Board, Council and General Assembly) and governance activities, including managing registrations and developing participants' lists, sending correspondence to statutory bodies and committees, undertaking administrative aspects of EUA Board elections, and contributing to the preparation of documents.
- Keeping membership records and mailing lists updated; dealing with welcome letters for new members and other member correspondence as needed.

- Other ad hoc support activities, as appropriate.

Occasional travel within Europe may be required.

The Personal and Administrative Assistant will report to the Deputy Secretary General.

EXPERIENCE AND SKILLS REQUIRED

- Proven experience as a personal assistant, administrator, or in an administrative role, in an international environment.
- Excellent organisational and administrative skills.
- Experience working in a membership organisation and/or with respect to association management would be an advantage.
- Exceptional written and oral communication in English is essential.
- Knowledge of other European language(s) is an asset.
- Must be resourceful, conscientious and discrete, have good attention to detail, and be able to juggle multiple tasks.
- Mastery of MS Office package is a prerequisite.

WHAT EUA OFFERS

The Association offers a permanent contract under Belgian law and an attractive remuneration package, including the full reimbursement of public transport costs, 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 position is based in Brussels and the successful candidate is expected to relocate if he/she is not already based in the vicinity of Brussels.

Though staff predominantly work from home at the present time due to the Covid-19 situation, a return to office-based work is expected as soon as local conditions allow.

The office is conveniently located in the European Quarter near the Merode metro station.

HOW TO APPLY

If your profile matches the requirements for the role, please email your CV and a concise letter of motivation, quoting your salary expectations, to recruitment@eua.eu.

The deadline for applications is **Monday 31 January 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.

Please note that only suitable candidates will be invited for an interview.