

The EUA Higher Education Policy Unit (HEPU) is looking to recruit a:

Project & Policy Assistant / Officer

for a period of six months (maternity replacement) starting in mid-June 2019.

This position is also open to new graduates.

Job description

The suitable candidate will be expected to contribute to:

- policy work (including monitoring, information gathering, drafting of position papers/briefings, and presentations);
- project work (development of project proposals, implementation, reporting and financial management);
- other tasks and activities, as they arise, such as liaising with members and partners, representing EUA at external meetings/events, preparing information and background materials, etc.

Your profile

The suitable candidate will possess:

- a higher education second-cycle degree (preferably a Master's);
- professional experience in policy and project work, preferably in a higher education environment or a similar or related sector;
- proven ability to work in teams and autonomously;
- excellent English language skills (spoken and written);
- experience in conducting surveys and analysing datasets and related IT skills (SPSS and MS Excel) would be of advantage.

What we offer

The Association offers a fixed-term contract of six months and an attractive remuneration package, including the full reimbursement of public transport costs and lunch vouchers.

Our dynamic and committed staff members come from across Europe and beyond and we highly value our diversity. Our office is conveniently located in the European Quarter near the Merode metro station.

How to apply

If you feel that you have the skills and competences for the job and could fit into our team, please email your CV and a motivation letter, quoting your salary expectations, to HR@eua.eu.

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

Deadline: 21 April 2019

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