

EUA is hiring a Project & Policy Officer for its Policy Coordination and Foresight Team – Full-time (38h/w) permanent contract – Brussels

The European University Association (EUA) is looking for a recent graduate who is eager to learn and contribute to a dynamic organisation with members throughout Europe. The ideal candidate is interested in developing their knowledge and skills in European affairs and supporting the Association's work in higher education and research policy.

EUA's 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.

EUA

As the voice of Europe's universities, the European University Association (EUA) is the most comprehensive organisation representing the higher education and research sector in Europe. Since its founding in 2001, EUA has supported university communities, enabling them to contribute to science, society and European competitiveness, while influencing debate and shaping public policy for the benefit of its members.

EUA's work is rooted in its vision of strong universities for Europe and guided by its mission to support its members in excelling in service to society. The Association represents over 850 members, including individual universities as well as the bodies that represent them at national level (i.e. national university associations/rectors' conferences).

Located in Brussels and Geneva, the EUA Secretariat is comprised of over 40 staff members.

THE ROLE

- EU policy monitoring and horizon scanning on topics of interest to universities;
- Organise activities with and for EUA's members and statutory bodies to:
 - Develop and disseminate policies;
 - Inform members about European developments;
 - Address cross-cutting issues relevant to universities;
- Draft articles and briefing notes;
- Other relevant tasks as required.

BACKGROUND, QUALIFICATIONS AND SKILLS

- Relevant master's degree;
- Excellent command of English and at least one other European language;
- Writing skills and proven experience in drafting different types of documents (reports, policy briefs, news stories) in English;
- Strong PC skills (Word, Excel, Outlook, PowerPoint) with an interest in learning to use new tools;

- A curious mindset and ability to connect the dots;
- Eager to learn and grow, including through self-initiative;
- An interest in Europe, EU politics and a broad understanding of the EU institutions;
- Sound analytical and organisational skills;
- The ability to work in an intercultural environment;
- Ability to engage and connect with a range of different stakeholders and partners, including EUA members, policy makers, university networks, and representatives of other stakeholder groups in higher education policy making.

WHAT EUA OFFERS

The Association offers a full time (38h/w) permanent contract under Belgian law and an attractive benefits package. This includes teleworking compensation, comprehensive supplementary medical insurance, full reimbursement of public transport costs, lunch and eco-vouchers, and a pension plan.

This position provides a unique opportunity to work in a large and diverse European membership organisation in a multicultural environment, and to gain insights into its work with and for universities from across Europe as well as the functioning of European policy making for higher education and research.

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 it is expected that the successful candidate will relocate if they are not already based in Brussels. The office is conveniently located in the European Quarter near the Merode metro station.

HOW TO APPLY

Please email your CV and a concise motivation letter, quoting your salary expectations, to recruitment@eua.eu.

The deadline for applications is 21 October 2026 COB. Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis.

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



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