



The European University Association (EUA) represents around 850 universities and higher education associations in 47 countries. Located in Brussels, the EUA secretariat is comprised of around 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.

EUA is looking for a STUDENT HELP

The Institutional Development unit is looking forward to welcoming a **highly motivated student** to assist them on an *ad hoc basis* between July and October 2017. The unit is involved in the implementation of activities that offer EUA's member universities opportunities to enhance their institutional management capacity in various areas such as doctoral education and quality assurance. Services offered include EUA [Council for Doctoral Education](#), [Institutional Evaluation Programme](#) and [EUA Solutions](#).

Role

The student will take part in the implementation of the Institutional Development unit's activities supporting the staff of the unit in their tasks.

General tasks and responsibilities

- Provide support for day-to-day activities such as filing, project reporting, organisation of events and meetings;
- Assist in the data management, analysis and preparation of statistics and carrying out small-scale background searches for the unit's activities;

Tasks can be adjusted depending on the skills and experiences of the person.

Background and qualifications

- Studies in political/social science, humanities, or related fields
- Interest in European higher education policies
- Excellent command of English (spoken and written). Any other European language is an asset.
- Strong PC and analytical and organisational skills (efficient, methodological and fast learner)
- Strong communication (both oral and writing) skills
- Enthusiastic and conscientious with a good sense of team work
- Able to work on multiple tasks and projects simultaneously in a multicultural environment.

The Unit will be requiring the student to work an estimated 50 days between July and October 2017. The chosen candidate will need to provide a [student@work](#) certificate to confirm his/her right to work as a student under Belgian legislation.

The Association offers a Belgian student contract, participation in transport costs and luncheon vouchers.

Interested candidates are requested to send their CV and a concise motivation letter to hr@eua.be by 10 May 2017.

EUA regrets that we are not able to acknowledge all applications received. Please note that only suitable candidates will be invited for an interview.