



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

## Communications and EU Affairs intern

EUA is looking for a dynamic, efficient and multi-skilled intern to support its Communications unit and the Policy coordination team. **The internship is open first to student applicants seeking a first professional experience in the context of their studies or to beneficiaries of a scholarship (Erasmus +, ...).** The duration of the internship is of 6 months max.

The internship will involve research, monitoring of policy initiatives and developments at EU level, preparation of documents, and other *ad hoc* support tasks such as updating the EUA website. Knowledge of and interest in the EU institutions is highly desirable.

### PROFILE

- EU national or non-EU student eligible to work in the EU,
- The intern should preferably be enrolled in a university or academic institution for the duration of the internship and the internship be required to fulfil a part of an academic program.
- Priority will be given to students who have secured external funding through grants or scholarships, such as the Erasmus+ program or other similar programs.
- Available from September 2017;
- Strong analytic and writing skills;
- Be an independent, proactive, problem solver and team player person;
- Excellent English with strong communication skills (written and verbal), and a good knowledge of at least one second language (French, German or Spanish) desirable;
- Good knowledge of working with large data sets and strong knowledge of MS Excel preferred;
- Current Bachelor's degree or Master degree student of European Affairs, Journalism, Political Science, Law or other related studies.

### MAIN FUNCTIONS AND RESPONSIBILITIES

- Monitoring and providing analysis of EU higher education and research policies and legislations;
- Conduct researches, contribute to briefing notes, publications or presentations;
- Contribute to the update of the EUA website.

### WHAT WE OFFER

- The opportunity to work in a dynamic and international team on exciting topics;
- If you are a recent graduate (2017) and cannot benefit from a university programme anymore, a *contrat d'immersion professionnelle* under Belgian law with a stipend may be provided;
- Participation in your local transportation costs;
- You will be part of an established organization located in Brussels and will support key policy work in the context of EU institutions and associations.

If you feel you meet the requirements for the post, please apply by email to [hr@eua.be](mailto:hr@eua.be) by 23 August.

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