

PROJECT OFFICER

EURASHE – European Association of Institutions in Higher Education Brussels, Belgium

EURASHE is the European Association of Institutions in Higher Education that offer professionally orientated programmes and are engaged in applied and profession-related research within the Bologna cycles. The role of the association is primarily to represent, within the European Higher Education Area (EHEA), the interests of professional higher education by engaging in policy-making and to provide members with a platform for communication, information and exchange of views, with a focus on issues relevant to the future development of higher education. To follow and understand better the trends and various approaches across Europe, to gather input for our policies, to share experience among members and to promote good practices, EURASHE has been developing and running a number of international projects in line with its priorities. These projects address mainly the role and mission of professional higher education, innovative learning and teaching including various approaches to work-based learning, quality of higher education, applied research and role of higher education in regional development.

EURASHE is looking for a Project Officer to join its small and dynamic team in the centre of Brussels with a preferred start from May 2018.

ROLE

In cooperation with other colleagues within the team and under the responsibility of the Secretary General your task will be primarily to develop, coordinate and report on the EURASHE projects and supporting various EURASHE activities.

Tasks:

- Development, coordination, and implementation of projects, mostly EU-funded, including planning, managing schedule, organising project meetings, maintaining project documentation and evidence, taking care of administrative and financial issues and reporting. The projects will address especially a role and mission of professional higher education, recognition and social agenda, various approaches to teaching and learning with practice-oriented elements and quality of professional higher education.
- Providing input for public promotion and communication on EURASHE projects and activities and other ad-hoc support of communication activities
- General support in the organisation of EURASHE events including annual conferences, seminars and peer-learning events, working group meetings

The position might develop further to encompass coordination of relevant policy agenda.

PROFILE

We are looking for an independent, motivated team player able to work within an international environment, flexible, willing to learn and develop their competences in project management and professional higher education.

Requirements:

- A higher education degree
- Previous experience with project coordination, administration and reporting
- Experience in organising events and/or keeping notes
- A very good command of English, both spoken and written
- Good communication, organisational and interpersonal skills, ability to work in a team and to respect partners' needs, expectations and capacity
- Intermediate skills in Microsoft Office
- Ability to work on deadlines and independently, flexibility and accuracy in an international environment

- Belgian residence and/or work permission

Additional competences are an asset:

- Experience in management of EU funded projects, familiarity with funding procedures and guidelines
- Orientation in higher education agenda and policies
- Working knowledge of other languages
- Experience in international environment and/or with non-governmental, membership-based organisations similar to EURASHE

EURASHE TERMS AND CONDITIONS

- Full-time position (38 hours/week) within an indefinite contract.
- Indicative monthly gross salary between 2,000 - 2,300 EUR, subject to Belgian tax and social security. Adjustments to the salary can be determined based on experience
- Additional benefits: transportation allowance, meal vouchers and 30-day annual leave a year
- Working in a small team within an international context
- Occasional travels within Europe

APPLICATION PROCEDURE

Interested candidates should submit a CV maximum 2 pages and a cover letter, maximum 1 page in English addressed to Michal Karpíšek, Secretary General of EURASHE. Please, get these documents and any supporting document ready for upload at the following link. **Only applications submitted through the online form (<https://www.surveymonkey.com/r/YSJMKSP>) by April 12, 2018 will be considered.**

Applications will be processed on an ongoing basis. Please note that only shortlisted candidates will be contacted and invited for interviews in April 2018 in Brussels or online. Early applications are encouraged, as we will go through them as they come and can contact suitable candidates before the application deadline. EURASHE will not be able to reimburse travel costs for interviews.

For more information about EURASHE: www.eurashe.eu