

## Traineeships at the Guild office in Brussels in 2019

Founded in 2016, the Guild is comprised of nineteen of Europe's most distinguished research-intensive universities in fourteen countries, and is dedicated to enhancing the voice of academic institutions, their researchers and their students. The Guild is committed to the pursuit of excellence, the importance of truth-seeking and trust-building as the foundation of public life, and the creation of new knowledge for the benefit of society, culture, and economic growth.

We are currently opening the call for traineeships (up to two) to participate in our dynamic and multicultural team in Brussels. This traineeship is a unique opportunity for students interested in EU research, innovation and education policymaking to gain invaluable insights into the complex and exciting web of political actors and advocacy networks.

Our traineeships are designed for advanced undergraduate, graduate and postgraduate students of the Guild's member universities. They are a particularly suitable opportunity for students of (European) political sciences, social sciences, as well as European studies and law, who can demonstrate an interest in EU policymaking, national/international politics or non-governmental organisations (NGOs).

### Core duties and responsibilities

- Support in EU-level education and R&I policy monitoring and research but also on current affairs such as Brexit, innovation and entrepreneurship, to name but a few.
- Have an active role in shaping European and National members universities education policies.
- Actively contribute to advocacy work and drafting reports on European funding programmes such as H2020 and Erasmus programmes.
- Support the Guild team in communication and administrative activities.
- Contribute to development and implementation of creative policy communication plans.
- Support and coordinate the work and logistics for internal and external events.
- Contribute to the running initiatives of the Guild.
- Build new and foster existing relationships with stakeholders.
- Gain valuable insight of the management of a small but dynamic NGO including administrative office tasks.

### Required skills & qualifications

- A university degree in a relevant field ( Education, Social Sciences, European Studies)
- Strong interest in education policy and European affairs.
- Excellent command of oral and written English (knowledge of other EU languages considered an asset).
- Proactive, positive, creative thinker, and fast learner.
- Curious and progressive mind-set.
- Superb organizational and project management skills.

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Aarhus University • University of Bern • University of Bologna • Ghent University • University of Glasgow  
University of Göttingen • University of Groningen • Jagiellonian University • King's College London  
University of Ljubljana • University of Louvain • University of Oslo • Paris Diderot University • Radboud University  
University of Tartu • University of Tübingen • Uppsala University • University of Vienna • University of Warwick

- Good research skills in addition to the ability to critically review and report the findings.
- Ability to plan workload and estimate timelines accurately.
- Ability to prioritize and be flexible to changes that may come up during the day.
- Keen interest and knowledge of EU legislative processes, procedures and rules.
- Commitment to the vision and the mission of the Guild.
- Have excellent organizational and team working skills.
- Good work ethic is essential.
- Fun, humble and collaborative team player!

### Preferred skills & qualifications

- Good understanding of EU policy making and interest in European Affairs.
- Experience in the EU or an International environment (e.g. institutions, international companies, trade association or consultancy).
- Be proactive, flexible, and good communicator.
- Understanding of the development and approval processes.

### What we offer:

- A vibrant and dynamic multicultural atmosphere in the heart of Brussels.
- The opportunity to strengthen your teamworking and communication skills.
- A unique opportunity to contribute to the shape of the future European policies in education, research, and innovation.
- A valuable experience in both policymaking and European Affairs
- The opportunity to organise successful events with high level speakers and innovative leaders

Successful candidates are encouraged to apply for an Erasmus+ internship grant which will be complemented by an allowance of 750€ per month in order to compensate for additional living expenses in Brussels.

### Duration and starting date:

Six months with possible extension to one year.

We currently have openings from **January-March 2019** and from **September 2019**.

### How to apply:

Please send your application, addressed to Prof. Jan Palmowski, Secretary General of the Guild, to [info@the-guild.eu](mailto:info@the-guild.eu). Please attach your CV, two letters of support, and a cover letter explaining how your interests and qualifications match the role description, your English/other language proficiencies, and indicate your desired start/end dates.

Candidates should seek the support of the international office of their home university when applying for this internship.

### Deadlines:

- 26 November 2018 (end of day) for the traineeship starting in January -March 2019
- 12 March 2019 (end of day) for the traineeship starting in September 2019. Later applications may be considered if spaces are still available.

We will contact shortlisted candidates within ten working days of each of the deadlines to arrange skype interviews.