



Call for Project Assistant

Join the ESU team in Brussels!

ESU is looking for a team player to fill the position of Project Assistant (PA) at its headquarters in Brussels, Belgium. The Project Assistant assists in the planning and implementation of duties related to coordinating, organising, reporting and implementing ESU projects and events. The main objective of the project assistant position is to help the current ESU Project Officer to manage projects and follow administrative and financial regulations. The duties require analytical, evaluative and interpretive skills.

The European Students'
Union – ESU

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www.esu-online.org

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The PA will:

- Coordinate and organise meetings, conferences, trainings and other project-related events, and prepare the necessary materials, including reports, presentations, agendas and minutes;
- Handle the logistics of the projects;
- Monitor the achievement of project activities;
- Gather and input data into databases;
- Submit monthly budgets for projects and programmes in an efficient manner, and submit expense reports;
- Act as a liaison between project coordinators and other people involved in the projects;
- Monitor calls made by a number of potential donor institutions;
- Contribute to the preparation of project applications for respective calls.

Requirements:

- A degree and/or comparable experience within the areas of project management and administration;
- Knowledge and/or experience of the EU's Lifelong learning programme (LLP), Erasmus+ programme or any comparable programme;
- Experience in event management;
- A native/ near-native command of English (spoken and written). Additional knowledge of one or more European languages is highly desirable, particularly French or Dutch;
- Good communication skills – written and verbal;
- Excellent ICT skills (MS Office, cloud storage systems, etc.);
- Coordination and team communication skills;
- Ability to work independently and in a team;

The European Students' Union, the umbrella organisation of 47 national students' unions from 39 European countries, represents and promotes the interests of students at the European level since 1982. Through its members, ESU represents 11 million students Europe-wide.



- Ability to prioritise, respect deadlines and work with others in a dynamic and multicultural environment.

ESU values initiative and individuals who consistently strive for self-development. We are interested in welcoming a team member with such attributes, interested in student and higher education issues and with a positive, but responsible attitude towards her/his work responsibilities and colleagues.

The Project Assistant must be a well-organised and hard-working team player, able to work flexibly in a dynamic and multicultural environment with tight deadlines and willing to travel occasionally to cover major events of the organisation.

As an organisation strongly promoting equality, we require all ESU elected representatives and staff to follow the ESU Ethical Guidelines, Code of Conduct and the Gender mainstreaming strategy.

Terms of contract:

- Temporary contract until 30 June 2015;
- Based in Brussels, occasional travel;
- Gross salary: 1200 EUR/month for 19 hours per week. Additionally, ESU offers food vouchers in the amount of 120 EUR/month.

Starting date: 1 December 2014

For more details of the terms of contract, please contact the present ESU Vice-Chairperson at erin@esu-online.org or +32 (0) 479 12 63 90.

How to apply:

Please send a CV, a motivation letter and, if available, any letters of recommendation, references and/or work portfolio by e-mail to jobs@esu-online.org **in English** by **23:59 CET on November 15, 2014**.

It is expected that the motivation letter clarifies why you are applying for the job, what kind of special skills and benefits you would bring to the organisation and how your past experiences and/or education would support your work as PA. Received applications will be evaluated against a predefined scorecard. Shortlisted candidates will be interviewed by Skype and/or in person. If necessary, final applicants will be invited to attend a face-to-face interview in Brussels.