

Traineeships at the Guild office in Brussels in 2018

Apply by 27 November 2017 to start between January and **March 2018**.

Apply by 11 May 2018 to start in **September 2018**.

The Guild of European Research-Intensive Universities is pleased to announce the recruitment of up to two trainees for six to twelve months. These traineeships, which will be supported through Erasmus+, are based at the Guild office of in Brussels. They are a unique opportunity for students interested the EU's policymaking in the fields of research, innovation and education to gain invaluable insights into the complex and exciting web of political actors and advocacy networks. Our trainees (Junior Policy Officers) are part of a small office, where they have the opportunity to work closely with all members of the team, as we continue developing a young and successful network of nineteen of Europe's leading research-intensive universities.

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

The role:

The traineeships enable you to develop a variety of skills in such areas as:

- policy research;
- communication (drafting and editing of documents, work with social media and a web content management system, presenting);
- organisation of events;
- office management;
- teamwork.

As Junior Policy Officers, the trainees carry out the following tasks:

- desktop research, data mining and drafting;
- monitoring of policy developments;
- assisting in the organisation of meetings and events;

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

- assisting in communications and PR;
- assisting in managing relations with member universities of the Guild;
- assisting in managing relations with other relevant stakeholders in Brussels;
- attending policy and networking events in Brussels;
- supporting office tasks.

Competences we are looking for:

- Understanding of the functioning of the EU and its institutions, and a desire to deepen this knowledge of how influencing works optimally to inform policy-making;
- Commitment to non-for-profit values and high professional and ethical standards;
- Hands-on, independent and flexible problem-solving mentality;
- Excellent command of written and oral English, with other foreign languages being an asset;
- Excellent research, analytical and organisational skills.

Duration and starting date:

Six months with possible extension to one year. We currently have openings from January-March 2018 and from September 2018.

Compensation:

Successful candidates are encouraged to apply for an Erasmus+ internship grant which will be complemented by an allowance of 800€ per month in order to compensate for additional living expenses in Brussels.

How to apply:

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

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

Deadlines:

27 November 2017 (end of day) for the traineeship starting in January-March 2018, 11 May 2018 (end of day) for the traineeship starting in September 2018. Later applications may be considered if spaces are still available.

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