

Traineeships at the Guild office in 2020

We are currently searching for two Junior Policy Officers to join our dynamic and multicultural team in Brussels for traineeships of 6 to 12 months. The traineeships are a unique opportunity for students interested in EU policymaking and the fields of research, innovation and education to gain insights into decision-making processes and to learn about the wider policy developments that are currently shaped in Brussels.

This is an exciting chance to experience the diverse landscape of political actors and advocacy networks in Brussels, and learn about the challenges and opportunities that universities face in a rapidly changing policy environment.

Our traineeships are designed for advanced undergraduate, graduate and postgraduate students of [The Guild's member universities](#). They are particularly suitable for students who can demonstrate an interest in EU policymaking, national/international politics or in the fields of research, innovation and education.

Role description

During their traineeship, our Junior Policy Officers engage with the following responsibilities:

- Monitoring and reporting of EU policy developments in research, education and innovation and producing weekly overviews of the EU institutions' agendas.
- Actively contributing to The Guild's advocacy campaigns and communications functions (including The Guild's website, social media channels and the intranet), including proofreading texts.
- Participating in the planning and organisation of internal and external events.
- Participating in seminars and conferences and producing event reports.
- Supporting the policy team in the coordination of working groups and taking minutes from working group meetings.
- Carrying out specific analytical or research tasks as directed.
- Supporting the team in different administrative and clerical tasks.

Required skills & qualifications

- At least three years of university studies, preferably in a field relevant to the role.
- Excellent command of oral and written English (knowledge of other EU languages considered an asset).

- Proactive and collaborative mind-set and readiness to work in a high-paced working environment.
- Good communication and interpersonal skills.
- Good skills in analysing policy documents and doing background research.
- Good prioritisation and organisational skills.
- Commitment to the vision and the mission of The Guild.

Preferred skills & qualifications

- Basic understanding of EU policymaking processes and interest in working with European affairs.
- Experience in policy analysis, working in international environments and with tasks related to communications are considered an asset.

Duration and starting date

The duration of the traineeships is five months with a possible extension to one year. We currently have openings from **17 February 2020** or as soon as possible thereafter.

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, two letters of support, and a cover letter explaining how your interests and qualifications match the role description, your proficiency in English, and indicate your desired start and end dates for the traineeship. Applicants must be an EU/EEA/UK national, or have permission to work in Belgium.

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

Successful candidates are encouraged to apply for an Erasmus+ internship grant which will be complemented by an allowance covered by The Guild of approximately €800 per month (depending on the terms and conditions of the Erasmus grant) in order to compensate for living expenses in Brussels. An additional allowance will be paid to interns who are ineligible for an Erasmus internship grant.

Deadline

Deadline for applications is Wednesday, **15 January 2020** (end of business). We will contact shortlisted candidates soon after the deadline to arrange Skype interviews.

About the Guild

Founded in 2016, the Guild of European Research-Intensive Universities comprises nineteen of Europe's most distinguished universities in fourteen countries, and it is dedicated to enhancing the voice of academic institutions, their researchers and students in EU policymaking.

The Guild is a transformative network that is committed to optimising the opportunities afforded by its members' world-leading research. Through the knowledge they produce, The Guild engages with policymakers, enhances public debate, promotes excellence in higher education and fosters collaboration with private and public institutions to solve global problems. In addition, The Guild acts



as a platform for collaborative exchange in research, innovation and education to its member universities whilst strengthening their pan-European relations.