



08-11-2023

Traineeship / Internship Vacancy 2024, Brussels

The Coimbra Group Office is looking for its nexTrainee/Intern:

- **Deadline: Thursday 30 November 2023**
- **Traineeship/Internship period: January 2024 through end June 2024.**

Who we are:

The Coimbra Group (CG) is an association of forty European research universities, all of which are long-standing, comprehensive and renowned universities (www.coimbra-group.eu). The Coimbra Group has its Office in Brussels, at the interface between the Coimbra Group Universities and the EU institutions.

The work carried out by the CG Office consists of both policy work (liaising with the EU institutions and other stakeholders in the field of higher education and research) and coordination of and support to activities related to international academic cooperation between its members.

We are currently looking for a **creative and organised trainee/intern to assist the work of our small international team at the Brussels Office for a period of 6 months**, from January 2024 through end June 2024 (flexible dates and duration).

Requirements:

- Be currently **enrolled at or recently graduated from a CG member university** (listed [here](#));
- **MA student or recent MA graduate**, eligible to participate in the **Erasmus+ internship programme** of their university or equivalent scheme;
- Preferably trained in Business Administration, Communication, European Studies (or similar). Other profiles are encouraged to apply as well;
- An experience in social media management and/or content writing for websites and social media channels and/or an interest for data analysis are all assets for the position ;
- Have **excellent written and spoken English (C1 level)**. Other EU languages an asset;
- Be a confident user of Microsoft Office 365 (Word, Excel, PowerPoint). Basic skills with graphic tools to create visuals (such as Canva) is an asset;



- Have an interest in working in an international environment and being introduced to the daily functioning of a small Brussels-based, not-for-profit association. This includes dealing with a wide variety of tasks from purely technical/administrative to policy-related tasks;
- Being comfortable working in a small team and using own initiative.

Description of tasks:

- Assist with the management of the CG [Scholarship Programmes](#) for young researchers from Latin America, Sub-Saharan Africa and the European Neighbourhood:
 - liaise with CG's IT provider for the preparation of the online call for applications for 2024/2025;
 - prepare communication material and ensure widespread dissemination of the call;
 - answer queries by applicants and ensure the applications fulfil the eligibility criteria;
 - liaise with CG participating universities and inform candidates about the status of their applications;
 - prepare and analyse data and draft a report on the Scholarship Programme results.
- Support the CG Office staff in the preparation of documents and in the organisation of events, meetings and other activities as necessary;
- Attend and report on meetings related to higher education & research cooperation and policies (in Brussels and online);
- Assist with communication activities including writing and uploading content for the CG website, monthly newsletters and social media platforms (Twitter mainly, but also LinkedIn, YouTube);
- Assist with the organisation of an online meeting with the communication departments of all CG member universities (preparatory material, minutes, follow-up actions).

Are you interested?

- Provide a **CV and a motivation letter in English** explaining why you are interested in this traineeship/internship and what your strengths are.
- Do not send your application directly to the CG Office but **apply through your home university**. The university will select the most suitable candidates, while the CG Office will do the final selection based on the applications received.
- **Deadline to send your application to your university:** Thursday **30 November 2023**.
- **Interviews** will take place online in December 2023.
- **The traineeship/internship must preferably be funded by any relevant programmes your university may have available for this type of experience (Erasmus+, etc.).** The CG will provide some additional financial support.
- The traineeship/internship will take place in Brussels, Belgium.

For more information you may contact info@coimbra-group.eu