



Network of Universities
from the Capitals of Europe

UNICA INTERNSHIP 2016

UNICA Secretariat, based in Brussels, is currently seeking an intern with a solid academic background and a keen interest in Higher Education, to work with the UNICA team on current projects and activities. **Minimum duration:** 3 months, commitments of longer duration (6-10 months) are preferable. **Starting period:** January 2016.

TASKS OF THE INTERN:

- Supporting the organisation of UNICA events as well as the management of ongoing EU projects in which UNICA is coordinator or partner;
- Updating & managing content of the UNICA websites, database, online platforms (staffmobility.eu, UNICA Summer & Winter Schools Portal);
- Drafting UNICA publications;
- Occasionally attending Brussels-based events organized by the European Commission, European Parliament, and other partner organisations.

DESIRED PROFILE:

Required:

- Excellent verbal and written command of English, knowledge of French is an asset;
- Very good writing and communication skills, with an ability to distinguish between formal and informal registers;
- Ability to take initiative, work independently as well as within a team.

Desirable:

- Experience in creating visual content, knowledge of graphic design software (Illustrator, Indesign, Photoshop/Lightroom) and graphic design skills are an extra asset;
- Proven interest in the EU affairs and European policies in the area of Higher Education and Research.

HOW TO APPLY:

- ✉ Please send your CV and a cover letter by Monday **16 November** to: office@unica-network.eu.
- ✉ Your cover letter should state clearly your **motivation** to work at UNICA and your suitability for the position; Generic cover letters or applications without cover letters will not be taken into consideration.
- ✉ Priority is given to Erasmus+ Placement holders coming from UNICA member universities.
- ✉ Please note that **only shortlisted candidates** will be contacted.

UNICA offers an opportunity to work in a small but multinational office, improve your communication & language skills and gain hands-on experience in varied activities and projects of the Network.

*Please note that this is a **non-remunerated position**. The intern receives a small monthly reimbursement of expenses and a monthly public transportation pass.*

Find out more about UNICA on:

www.unica-network.eu