

## Traineeships at the Guild office in 2019

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.
- Drafting reports on European funding programmes such as Horizon 2020 and Erasmus+.
- Actively contributing to The Guild's advocacy campaigns and communications functions (including the management of The Guild's social media channels).
- Participating in the planning and organisation of internal and external events.
- Representing The Guild in seminars and conferences.
- Building new and fostering existing relationships with stakeholders.
- 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 six months with possible extension to one year. We currently have openings from April-May 2019 and from September 2019.

### **How to apply**

Please send your application, addressed to Prof. Jan Palmowski, Secretary-General of The Guild, to [info@the-guild.eu](mailto: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 English/other language proficiencies, and indicate your desired start/end dates.

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 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 Tuesday, **26 March 2019** (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.