



A Tradition of Innovation

The Coimbra Group Office is looking for a Trainee/Intern

The Coimbra Group is an association of forty-one 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 Coimbra Group Office consists of both policy work (liaising with the EU institutions and other stakeholders in the field of higher education and research) and of coordination of and support to activities related to international academic cooperation.

We are currently looking for a versatile and active trainee/intern to assist the work of the small dynamic team at the Brussels Office ideally for a period of 6 months, from Nov./Dec. 2020 through April/May 2021 (flexible).

Applicants should:

- Be of master's level;
- Have excellent written and spoken English ([C1 level](#)). Other languages will be considered an asset, especially French;
- 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 ranging from purely technical/administrative to policy-related tasks.

Description of tasks:

- Assist with communication activities including writing and uploading content for the Coimbra Group website, monthly newsletter and social media platforms;
- Assist with the management of the Coimbra Group Scholarship Programme for young researchers from Latin America, Sub-Saharan Africa and the European Neighbourhood (answer queries, ensure the applications fulfil the eligibility criteria, classify applications);
- Provide administrative support to the Coimbra Group Office staff in the preparation of documents for the General Assembly and in the organisation of events, meetings, workshops and other activities;
- Attend and report on meetings related to higher education and research cooperation and policies.

Applicants should provide a **CV and motivation letter in English** explaining why they are interested in this internship and what their strengths are.

Applicants should not send their application directly to the Coimbra Group Office, but they will **apply through their home university**. The university will select the most suitable candidates, while the Coimbra Group Office will do the final selection, based on the applications received.

Deadline: Monday 26 October 2020

Internship period: November/December 2020 through April/May 2021.

Ideally, the internship would be funded by the Erasmus+ traineeship and/or similar programmes your institution may have available for this type of experience. The Coimbra Group could provide additional financial support by covering some initial and/or extra expenses.

Note that due to the current health crisis, all or part of the work may take place through remote working. Please make sure that your university agreement allows this before applying.

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