WEB EDITING AND USER SUPPORT TRAINEE AT EUROPEAN SCHOOLNET

European Schoolnet is searching for an enthusiastic intern with technical skills to join its School Education Gateway Team.

The School Education Gateway (SEG) is an online platform for teachers and school staff to learn about and get interested in the European action for schools. The Teacher Academy, as part of SEG, and the European Schoolnet Academy provide online courses to teachers (MOOCs). We are looking for a dynamic and autonomous colleague to join the team to support web editing, web mastering and user support tasks.

PROFILE AND SKILLS:
The applicant should have:

• At least a Bachelor degree in a relevant subject (e.g. technology, communications, digital media, etc…) or a relevant substantial experience.
• Experience of web editing and publishing; knowledge of web publishing tools, CMS and HTML.
• Basic photo and video editing skills.
• Experience of user support or customer service tasks.
• An excellent command of English, both spoken and written. Additional languages are an asset.
• Solid problem-solving skills and the ability to juggle priorities and assignments.
• A good work ethic, able to work well in teams and independently, sometimes to short deadlines.

DESIRABLE:

• Experience of creating navigational maps and wireframes.
• Knowledge of design, usability and accessibility best practices (W3C, WAI)
• Interest in education and the use of ICT in teaching and learning.

ABOUT EUROPEAN SCHOOLNET

European Schoolnet (www.eun.org) is the network of 31 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education,
Transforming education in Europe

schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

USEFUL INFORMATION:

Duration: 6 months starting latest in 01 September 2017

Deadline for applications: 01 August 2017 at 17.00 CET (or until the post is filled)

Compensation: a stipend of 1000 €/month net will be allocated for the duration of the internship

HOW TO APPLY:

Please send your CV and cover letter in English to jobs@eun.org with ‘SEG-Academies Internship’ in the subject line.

PLEASE NOTE:

- The cover letter should show how your background and skills fit the tasks planned for this internship.
- Interviews will take soon as possible either in Brussels or at distance preferably during the week 7-11 August 2017.
- Only short-listed candidates will be contacted.