

## DIGITAL MEDIA OFFICER

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European Schoolnet is recruiting a full-time Digital Media Officer, to work on the [School Education Gateway](#) (SEG) platform and two MOOC (Massive Open Online Course) platforms, [Teacher Academy](#) and [European Schoolnet Academy](#). **We are looking for a dynamic, proactive and autonomous colleague to support the technical development and maintenance of SEG and to provide web editing for the MOOC platforms.**

### MAIN TASKS

- Coordination of technical (further) development and maintenance work for the SEG web platform. **This includes:**
  - Drafting wireframes, use cases and blueprints of new features of the platform
  - Carrying out usability testing
  - Evaluate, test and propose updates of existing features of the platforms, also based on usability testing and assessment
  - Interacting with the internal technical team and with external contractors (designers, service providers).
  - If needed, provision of graphics and visual elements
- Statistics and monitoring reports: drafting and finalisation of web and social media reports
- Supervising user support and website content monitoring.
- Participating in user support tasks, such as platform's reported items.
- Web editing of MOOC platform content (online courses)
- Keeping up to date with online publishing trends and technology, sharing this knowledge and applying when relevant.
- Other related tasks

### PROFILE AND SKILLS:

- A Master's degree in a relevant subject (e.g. communications, digital media, technology, etc.) and relevant professional experience of at least two years.
- An excellent command of English, both spoken and written. Additional languages are an asset.

### KNOWLEDGE OF:

- web design processes, web publishing tools, content management systems and multimedia editing software
- how backend integrates into frontend design (to liaise with development) in website development
- usability and accessibility best practices (W3C, WAI) across multiple platforms
- web design good practices

### SKILLS:

- web editing (HTML, CSS)
- creating navigational maps and wireframes
- web analytics (preferably Google Analytics) and data mining

- picture and video editing (e.g. Photoshop)
- Ability to liaise with designers and technical experts
- Excellent problem-solving skills and the ability to juggle priorities and assignments
- Great attention for details
- A good work ethic, able to work well in teams and independently, sometimes to short deadlines.

#### ABOUT EUROPEAN SCHOOLNET

European Schoolnet ([www.eun.org](http://www.eun.org)) is the network of 34 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, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet (EUN) 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:

- **Type of contract:** Limited Duration Contract (CDD), full time (38 hours / week)
- **Duration:** 12-month contract **starting in January 2019** or upon agreement.
- **Deadline for applications: 06 January 2019.** Early application is encouraged.
- **Benefits:** competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia
- **Location:** European Schoolnet, Brussels, Belgium.

#### HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to [jobs@eun.org](mailto:jobs@eun.org). The motivation letter should show how your background and interests fit the tasks planned for this internship. Make sure to include *SEG Digital Media Officer* in the subject of the email and file names.

#### PLEASE NOTE:

- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.