KNOWLEDGE TEAM TRAINEE

European Schoolnet is looking for a dynamic and enthusiastic trainee (Ref. Knowledge Team Trainee) to join its Knowledge Building Team, for a duration of 6 months, starting from January 2021.

The trainee will assist in the development of an online toolkit on Digital Formative Assessment (DFA) for the Assess@Learning policy experimentation and will contribute to other projects on a case-by-case basis. The trainee will gain an insight into the work of an international not-for-profit educational organisation by actively contributing to the different project activities of the Knowledge Building Team, which collects, implements and/or brokers evidence from educational research, national and European policies and/or classroom practice.

MAIN TASKS

- Adapting and revising layout of DFA toolkit teaching scenarios and case studies for online upload
- Uploading key DFA toolkit elements on the Assess@Learning platform, in all language versions
- Transcribing video interviews of experts on DFA
- Providing support for real-time monitoring of the uptake and participation of key target groups (teachers, school leaders, students, etc) in using the DFA toolkit
- Drafting a compendium of DFA tools and providing support in drafting a DFA glossary
- Providing administrative support in general, including for the organisation of partners’ meetings

PROFILE AND SKILLS

- A Master’s degree in a relevant field (e.g. communications, journalism, media, education, international relations) or a Bachelor degree with proven practical experience.
- Fluent written and spoken English; additional languages would be an asset.
- Sound knowledge and previous experience with web content management systems and other web publishing tools (ideally Drupal and Liferay)
- At least basic knowledge of HTML and CSS.
- Excellent drafting skills.
- An interest in digital technologies and skills for education.
- Strong organisational skills, flexibility and ability to learn fast, as well as the ability to meet tight deadlines.
- Strong ability to work both independently and as part of a team.
- Strong interpersonal and intercultural skills to succeed in an international environment.

USEFUL INFORMATION

- Duration: 6 months starting in January 2021
- Deadline for applications: 30 December 2020
- Benefits: 1,000 Euro stipend/month.
- Location: European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
HOW TO APPLY

Please send your CV and motivation letter in English to jobs@eun.org by 30 December 2020. The motivation letter should show how your background and interests fit the tasks planned for this position. Make sure to include the correct vacancy reference (Ref. Knowledge Team Trainee) in the subject of the email and file names.

PLEASE NOTE:
- Interviews will take place as soon as possible at distance.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a non-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 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.