

PEDAGOGICAL AND RESEARCH ASSISTANT

EUN Partnership AISBL (known as European Schoolnet) is looking for an enthusiastic **pedagogical and research assistant (Ref. KnowledgeT-PRA1)** to join its **Knowledge Team** in Brussels, for one year, starting from March 2019.

The pedagogical and research assistant 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 Team](#). They aim at collecting, implementing and/or brokering evidence from educational research, national and European policies and/or classroom practice. The successful candidate will assist in implementation and dissemination activities of specific projects, such as participating in the organisation of meetings, training activities and events (face to face and online), preparing reports and studies, and writing content for communication campaigns.

MAIN TASKS:

- **Supporting the [TeachUP](#) policy experimentation on:**
 - Developing content for the [online course](#) (e.g. searching for pedagogical material such as videos to be used in online courses, drafting activities for online courses);
 - Running final content checks, preparing and following-up practicalities linked to video and other course content production;
 - Supporting the implementation of the online course (e.g. checking for users' issues, managing Facebook groups, monitoring and supporting tutors and moderators).
- **Supporting other team activities with:**
 - Policy analysis: supporting the analysis and comparison of country level descriptions or data collected; summarising research articles (e.g. teacher education, student assessment, school leadership);
 - Communication: drafting newsletter articles, website content, and other dissemination materials (brochures, social media campaigns, articles etc.); drafting questions for interviews of teachers and experts;
 - Event support: supporting face-to-face and online meetings, events and workshops related to running projects and team activities;
 - Editing and publishing: contributing to the production of project deliverables such as reports, minutes and studies; report editing and liaison with designers.

PROFILE AND SKILLS:

- A Master's degree in a relevant field (e.g. education sciences or pedagogy preferably, other social sciences)
- 2 years of professional experience; teaching experience would be an asset, as well as an interest and possibly some experience in innovative teaching and learning, working with schools and education professionals
- Basic knowledge about qualitative and quantitative research methods

- Fluent written and spoken English; additional languages would be an asset
- Strong organisational skills, flexibility and ability to learn fast, as well as the ability to meet tight and multiple deadlines and able to work autonomously
- Tech-savvy and community management skills (understanding of web content management systems, social media and Web 2.0 technologies)
- Strong communication and interpersonal skills
- Self-starter with problem-solving approach
- Accuracy and attention to detail
- Strong diplomatic skills to liaise with a network of EU institutions, international project partners, and education professionals.

USEFUL INFORMATION

- **Duration:** one year starting beginning of March 2019
- **Deadline for applications:** 28 February 2019
- **Benefits:** In addition to the monthly salary, European Schoolnet will also provide a partial reimbursement of transport costs (if coming by metro, train or bicycle).
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY

Please send your **CV** and **motivation letter** in English to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this job. Include the correct vacancy reference (**Ref. KnowledgeT-PRA1**) in the email subject 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.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.europeanschoolnet.org) is the network of 34 Ministries of Education from across Europe, leading educational innovation at European level. As a major international think tank, European Schoolnet operates key European services in education on behalf of member Ministries of Education, the European Commission, and industry partners. European Schoolnet's activities are divided among three areas of work:

- Providing concrete evidence and data in the area of innovation in education on which to base policy recommendations;
- Supporting schools and teachers in their teaching practices;
- Developing and sustaining a network of schools engaged in innovative teaching and learning approaches.



ABOUT THE KNOWLEDGE TEAM:

At European Schoolnet, we believe that transforming education is needed for young people to become critical thinkers, to act in a responsible and creative manner, to more fully participate in a digital society. And we believe the change to happen has to be as much as possible grounded in research results and evidence from practice and policy.

In our view, we can all help to make a difference. On the [European Schoolnet website](#), you can find links to a variety of portals and resources to help you keep up-to-date with the latest trends and issues concerning the transformation of teaching, learning and school time and space organisation.