

## SCIENCE EDUCATION DEPARTMENT TRAINEESHIP (Ref. SciEduDept-NBAN)

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European Schoolnet is looking for an **intern to join our Science Education Department in Brussels (Ref. SciEduDept-NBAN)**. This position will be a highly active, hands-on role and will give an excellent opportunity to get to grips with a range of issues in project management of science projects and work in an international environment liaising with colleagues and partners from all over Europe.

### MAIN TASKS

This list is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the intern. Tasks will include:

- animating and maintaining communities of teachers/schools/STEM professionals ready to participate in different activities
- providing organisational and technical support for webinars and online meetings
- providing ongoing online support for teachers and STEM professionals
- drafting articles, letters, minutes and reports
- offering administrative support for contracts and finance control
- liaising with partners and subcontractors (e.g. teachers, European institutions, graphic designers, hotels, etc.)

### PROFILE AND SKILLS:

- Very good spoken and written English plus at least one other EU language
- Masters' degree preferably in education, science, or science communication, with strong motivation on the following areas: Science Education, ICT in Education and European funded projects
- Good understanding of IT tools (minimum MS Office), ideally also Adobe Connect, Google docs, Moodle, OpenOffice, etc.
- Experience in writing articles/letters/papers/reports and planning agendas/meetings
- Very good organizational skills since success in this role will depend upon forward planning and proactivity.
- Attention to detail necessary

Candidates should be enthusiastic with the desire to learn and maintain a high level of quality in their work.

### He or she should:

- be ready to start the internship in early January 2018
- like working hard and learning every day
- thrive working in a fast paced international environment

- you are interested in a project coordination career path, working with teachers and have a self-sufficient and proactive nature.

#### ABOUT EUROPEAN SCHOOLNET:

European Schoolnet ([www.eun.org](http://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, 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' internship starting on January 2018.

**Deadline for applications:** until the position is filled.

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

**Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

#### HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to [noelle.billon@eun.org](mailto:noelle.billon@eun.org) and [adina.nistor@eun.org](mailto:adina.nistor@eun.org). The motivation letter should show how your background and interests fit the tasks planned for this internship. Make sure to include the Vacancy Reference 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.