

WEB EDITING AND USER SUPPORT TRAINEESHIP – SCHOOL EDUCATION GATEWAY TEAM

[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 (MOOC). 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 on 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 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 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 as soon as possible.

Deadline for applications: 15 January 2018 (or until the post is filled). Early application is encouraged.

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 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-Academies Internship**' 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.