

## SCIENCE EDUCATION DEPARTMENT ADMIN/LEGAL TRAINEESHIP (Ref. SciEduDept-2022ALNT)

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European Schoolnet is looking for **an intern to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-2022ALNT) to support projects with the admin and legal aspects of coordinating projects**. 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 coordination of education projects and work in an international environment liaising with numerous 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 supporting project managers on:

- Liaising with teachers and other contractors in various matters: collecting vendor forms, signing contracts, filling in timesheets, receiving other needed documents
- Preparing contracts according to Project's needs and EUN's standards (liaising with legal and admin teams to confirm receipt of signed originals of contracts)
- Creating Purchase Orders and following up their closure (communication with finance team when needed)
- Reviewing timesheets and delivery of actions by EUN's contractors, teachers, and experts (liaising with colleagues from different projects)
- Following up on creation, delivery, and payment of invoices (liaising with the financial department)
- Communication and coordination with the ethics and data protection officers to check compliance with DGPR for Terms and conditions and other documents.
- Maintaining database of department's contracts and other admin documents – data entry, ensuring that all documents are in place and followed up on time.
- Implementing coordination tasks between the team of Project Managers and other staff members related to contractual, financial, and other admin needs and issues.

### PROFILE AND SKILLS

- Very good spoken and written English plus at least one other EU language.
- Very good organizational and coordination skills since success in this role will depend upon forward planning, coordination or multiple tasks and proactivity.
- Attention to detail and being able to work independently is critical.
- Candidates should be enthusiastic with the desire to learn continuously and maintain a high level of quality in their work and have a positive attitude towards trying out and using different IT tools.

- Interest in administration and legal aspects of project management.
- Bachelor's degree preferably in administration, law, or finance.
- Good understanding of IT tools (minimum MS Office Word and Excel).

### YOU SHOULD

- Be ready to start the internship in March 2022
- Like working hard and learning every day
- Thrive working in a fast-paced international environment
- Be interested in a project administration or legal support career path, working with different stakeholders and have a self-sufficient and proactive nature.

### USEFUL INFORMATION

- **Duration:** 6 months' internship
- **Deadline for applications:** until the position is filled.
- **Benefits:** a stipend of 1000 €/month net for the duration of the internship.
- **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium<sup>1</sup>.
- Interviews will take place as soon as possible via video conference.
- Due to the volume of applications, only pre-selected candidates will be notified.

### HOW TO APPLY

Please send your **motivation letter and CV** in English, as one single file<sup>2</sup> to [jobs@eun.org](mailto:jobs@eun.org) with [agueda.gras@eun.org](mailto:agueda.gras@eun.org) in CC.

- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation letter should show how your background and interests fit the tasks planned for these internships.
- The motivation and CV file should be named: VacancyReference-LASTNAME.pdf.

### ABOUT EUROPEAN SCHOOLNET

European Schoolnet ([www.eun.org](http://www.eun.org)) is the network of 33 European Ministries of Education (MoE), based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: MoEs, schools, teachers, researchers, and industry partners.

### ABOUT THE SCIENCE EDUCATION DEPARTMENT AT EUROPEAN SCHOOLNET

In the last 10+ years, this department has been involved in 50+ STEM education projects (e.g., Scientix, or the STEM Alliance). The department consists of 20 colleagues, including project managers, pedagogical advisers, and communications officers.

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<sup>1</sup> Remote working from a Belgian location while restrictions necessitate.

<sup>2</sup> You can find different online tools to combine pdfs, e.g. <https://www.ilovepdf.com/>