



Network of Universities  
from the Capitals of Europe

## UNICA TRAINEESHIP CALL 2012

**UNICA Secretariat, based in Brussels, is currently seeking a trainee with a solid academic background and keen interest in European Higher Education, to work with the UNICA team on current projects and activities (duration: from 3 to 6 months).**

**Start of the traineeship: February 2012**

### JOB DESCRIPTION:

- Supporting the UNICA Secretariat in general administrative tasks;
- Research & collecting information on EC programmes & initiatives;
- Supporting the organization of events;
- Preparing meeting agendas and reporting;
- Updating information on Member Universities;
- Supporting ongoing EC projects;
- Drafting the UNICA newsletter and other publications;
- Updating and maintaining the UNICA website;
- Maintaining contacts with student associations.

### REQUIREMENTS:

- Very good verbal and written command of English, the working language of the Network; the knowledge of French is desirable;
- Good interpersonal skills with the ability to work in an international environment;
- Proficiency in Microsoft Office tools, especially Word, Excel, Power Point and Outlook;
- Openness, flexibility, ability to prioritize tasks and work under deadlines.

### SELECTION PROCESS:

Priority is given to Erasmus or Leonardo grant holders coming from UNICA member universities. Please note that this is a non-remunerated position. The trainee receives a small monthly reimbursement of expenses and a monthly public transportation pass.

**UNICA offers an opportunity to work in a small but multinational office, improve communication (personal contact, e-mail, website) & language skills, acquire sound knowledge on the functioning of an institutional network of Universities and the recent developments in the field of the EHEA & ERA, and gain hands-on experience in varied activities and projects of the Network.**

**Please submit your CV and a cover letter stating your motivation and suitability for the position and your availability to: [office@unica-network.eu](mailto:office@unica-network.eu).**

**Only shortlisted candidates will be contacted for a phone or Skype interview.**

**Visit the UNICA website: [www.unica-network.eu](http://www.unica-network.eu) to find out more about our Network, its members and its activities.**