

Brussels, 11 January 2024

Project Assistant/ Project Officer

*The **Academic Cooperation Association (ACA)** is looking for a competent, highly motivated and flexible professional to support the development and implementation of ACA's activities and contribute to the association's project work, analysis and member development activities in the field of **European and international cooperation in higher education**.*

The **Project Assistant (1-2 years of experience)** or **Project Officer (3-4 years of experience)** will support ACA's ongoing projects by carrying out both content-related assignments (e.g. data collection and analysis, report writing, etc.), as well as technical and administrative tasks (e.g. organisation of webinars and on-site meetings, communication with participants, ensuring technical support in the management of an online platform, dissemination of project outcomes, etc.). The role also requires providing support to the other team members in event organisation and in social media communication, as well as in liaising with the ACA members, and in external representation activities.

Detailed job description and requirements

- Providing day-to-day support in and planning for ACA's ongoing and upcoming projects, combining writing, analysis, technical support, and administrative tasks, independently, as well as in collaboration with other team members.
- Project reporting (internal and external).
- Support for ACA's advocacy work (i.e. co-drafting of policy and position papers, together with other members of the team).
- Support for event organisation and social media communication/campaigns.
- Support in member development activities (e.g. thematic peer groups, consultation processes, etc.).
- Representation of the association at external events, as required.

Background, qualifications and skills

- A background in education studies, sociology (e.g. organisational studies), psychology or political sciences at Master's level.
- 1-2 years (for the Project Assistant position) or 3-4 years (for the Project Officer position) of relevant experience, preferably in a higher education institution, research centre, think tank, consultancy, international organisation, or in an association/stakeholder organisation in the field of higher education or research.
- Prior project work experience, and in the organisation of online and on-site events.
- Prior data collection and analysis experience, familiarity with related tools (e.g., Excel, SPSS, survey software).
- Prior writing and editing experience (e.g. publications, newsletters, magazines, blogs), and excellent writing skills.
- English language proficiency at native-speaker level. Knowledge of additional European languages is an advantage.
- Proficiency in Microsoft Office and online communication tools (including technical skills on online community management and support), familiarity with Microsoft Teams and Zoom.
- Strong planning and organisational skills.

- Attention to detail, strong sense of responsibility, reliability with tasks and deadlines.
- Capacity and willingness to learn fast, as well as pragmatic, and goal-oriented approach.
- Capacity to combine and alternate between technical/administrative tasks and analytical, content development tasks.
- Good interpersonal skills, capacity to work well in a (small) multicultural team, as well as independently, and proactively.
- Preferably, valid EU work permit.

Additionally valued

- Knowledge of the European and EU higher education landscape, as well as of global trends.
- Knowledge of or interest in higher education marketing/promotion activities.
- Knowledge of qualitative and/or quantitative research methods, and related software.
- Prior experience in writing policy or project briefs and reports, in English.
- Prior experience in preparing grant/project applications and in securing funding (e.g. under Erasmus+, Horizon 2020/Europe, ESF, national or regional funding sources, etc.).

What ACA offers

The Association offers a **one-year contract** under Belgian law and an attractive remuneration package, depending on the level of experience, including lunch and eco vouchers, a holiday allowance and an end of the year bonus ('13th salary').

The ACA Secretariat is based in Brussels, the position entailing living in (the vicinity of) Brussels, Belgium. The position requires the candidate's physical presence in the office, with **teleworking allowed two days per week, maximum**. The position also entails international travel, primarily within Europe. The position is **full-time (37.5 hrs./week)**, part-time arrangements not being possible.

The **level of the position** will be set based on the selected candidate's level of experience and skills.

ACA is an Equal Opportunity Employer. We are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit and potential alone.

How to apply

The application should consist of the following **three elements**:

- A **Curriculum Vitae** or **resumé**, highlighting relevant professional experience, in line with the job profile.
- A **motivation letter/statement**.
- Names and contact details of **two referees**.

Application deadline: 4 February 2024, EOB

Candidates are encouraged to apply as soon as possible, as applications will be **reviewed on a rolling basis**. Applications should be sent via email to ACA Director, Ms **Irina Ferencz**, at irina.ferencz@aca-secretariat.be. ACA regrets that it cannot acknowledge all applications received. Only applicants meeting all the requirements and submitting their application within the deadline will be considered for an interview. Applications submitted after the deadline will not be considered.

Pre-selected candidates will be contacted between 5-9 February 2024 and invited for an interview. Indicative period for the face-to-face interviews: 12-16 February 2024, subject to mutual agreement. Additional tests or practical assignments can be organised in conjunction with the interviews.

Envisaged start date: March 2024

About ACA

The Academic Cooperation Association (ACA) is a leading Brussels-based stakeholder organisation supporting research, innovative practice-development and smart policy-making in international higher education. ACA has a dual identity, being both an influential think tank – exploring and researching multiple facets of internationalisation in higher education – as well as a strong member-driven association.

As a member-driven platform, ACA provides a shared voice to national agencies for the internationalisation of higher education (many of them also Erasmus+ national agencies), being a unique type of organisation in the world. Within ACA, the members enhance their capacities and join forces in supporting, 'doing' and influencing the development of future-oriented, top-quality internationalisation. As a brain-trust, with a sound track record in conducting applied research and providing – through its active members, as well as its very knowledgeable and well-linked Secretariat – ACA provides expert advice on key developments in international higher education to HEIs, governments and supra-national organisations.

Further information about the association and its [strategy 2023 - 2027](#) is available on the [ACA website](#). For any further information about the association in the context of this application, contact Ms Irina Ferencz.