

Vacancy for two Student Trainees in Brussels

Are you interested in gaining knowledge about European research, innovation and education policies and programmes? Do you want to acquire international work experience in a small and dynamic Swiss team abroad? Are you eager to acquire experience in intercultural competences in Brussels, the thrilling heart of Europe? If yes, do not hesitate to apply for this student traineeship at SwissCore now!

Who are we?

SwissCore in Brussels was founded in 1995 in order to act as a bridge between Swiss and European knowledge landscapes and to support Swiss participation in the research, education and innovation programmes of the European Union. We act as an information, networking and training office for Swiss and European actors in the mentioned fields. We informally represent the Swiss knowledge community towards European institutions and Brussels-based interest groups. We are co-funded by the Swiss National Science Foundation (SNSF), the State Secretariat for Education, Research and Innovation (SERI) and Innosuisse.

What will you learn and do?

You will learn about European policy, programmes and institutions in research, innovation and education. As junior member of our team, you will contribute fully to every-day operations. Your tasks include collecting and processing intelligence, (co-) organising and participating in events, (co-) organising visits and receiving delegations as well as writing articles and reports. Practical on-the-job work experience (50%) will be combined with executing a project in either the research or the education domain (50%) with a possibility to combine it with a master thesis.

Who are we looking for?

We are looking for a motivated and eager student completing a master programme at a Swiss higher education institution in any discipline, interested in and committed to European integration and cooperation. You should have affinity with research, innovation and education. In particular, you should be interested in Swiss and European research and education policies and programmes. Since writing makes for a large part of your work, you should be fluent in English as well as in French and/or German, both in writing and speaking. Familiarity with MS Office and IT in general is strictly requested. We are particularly looking for an investigative mind and a dedicated worker who enjoys flexible teamwork.

What do we offer?

- varied and dedicated work experience within a multi-cultural and open setting;
- six months fulltime traineeship starting 1 September 2018 in the heart of Brussels;
- supervision and mentoring by a senior staff member with attention for personal development;
- monthly remuneration.

Are you interested?

If you are interested, please send your motivation letter and curriculum vitae, until 22 April 2018 the latest, to Florence Balthasar, Co-Head of Office, at infodesk@swisscore.org. Feel free to specify if you have a preference for either the research or the education domain.

For further information, do not hesitate to contact us at +32 2 549 09 80.