

## 2023-24 - Two Intern Policy Officer positions at the Guild office

We are currently searching for two Intern Policy Officers to join our dynamic and multicultural team in Brussels for a traineeship of 10 months (Sept 2023-June 2024). This is a unique opportunity for students interested in EU policymaking and the fields of research, innovation and education to gain insights into decision-making processes and to experience the diverse landscape of political actors and advocacy networks in Brussels. Traineeships at The Guild also provide an opportunity to learn about the challenges and opportunities that universities face in a rapidly changing policy environment.

Of the two positions, one would focus on The Guild's pioneering work to change the model for science collaboration between Europe and Africa. In particular, this Intern would support the development of new research teams across Europe and Africa, support public events, and strengthen our policy engagement related to international R&I collaboration, including Africa

A second position would concentrate on the general influencing work of The Guild, across all our areas of activity, at a crucial time when we are stepping up our policy work to influence the next funding programmes for research (currently Horizon Europe) and education (currently Erasmus+).

Both internships would be expected to support each other's policy areas from time to time, as the need arises. Our traineeships are designed for students of The [Guild's member universities](#), normally at the post-Bachelor's level. They are particularly suitable for students who can demonstrate an interest in EU policymaking, national/international politics or in the fields of research, innovation and education.

### Role description

The trainee's work takes place at The Guild's office in Brussels.

During the internship/traineeship, you will engage with the following responsibilities:

- Monitoring and reporting of EU policy developments in research, education and innovation and producing weekly overviews of the EU institutions' agendas.
- Identifying and analysing publications by relevant institutions (such as the European Commission, OECD, etc) .
- Supporting the policy team in the coordination of working groups and taking minutes from working group meetings.
- Carrying out specific analytical or research tasks.

- Actively contributing to The Guild's advocacy campaigns and communications functions (including The Guild's website, social media channels and the intranet), including proofreading texts.
- Participating in the planning and organisation of internal and external events
- Participating in seminars and conferences and drafting event reports
- Supporting the team in different administrative and clerical tasks.

## Required skills & qualifications

- At least three years of university studies, preferably in a field relevant to the role.
- Excellent command of oral and written English (knowledge of other EU languages considered an asset).
- Proactive and collaborative mind-set and readiness to work in a high-paced working environment.
- Good communication and interpersonal skills.
- Good skills in analysing policy documents and doing background research.
- Good prioritisation and organisational skills.
- Commitment to the vision and the mission of The Guild.

## Preferred skills & qualifications

- Basic understanding of EU policymaking processes and interest in working with European affairs.
- For the intern policy officer focusing on European-African collaboration, an interest in/knowledge of development or international relations.
- Experience in policy analysis, working in international environments and with tasks related to communications are considered an asset.

## Duration and starting date

The duration of the traineeship is 10 months. On an exceptional basis, the duration might be for a minimum of 6 months. We currently have two openings from 1 September.

## How to apply

Please send your application, addressed to Prof. Jan Palmowski, Secretary-General of The Guild, to [info@the-guild.eu](mailto:info@the-guild.eu). Please attach your CV, name and contact details of a referee who can be contacted if you are shortlisted, and a cover letter explaining how your interests and qualifications match the role description, and your proficiency in English. If you cannot start on 1 September 2023, please indicate when you could begin your internship. Applicants must be EU/EEA/UK nationals, or have permission to work in Belgium.

Candidates should seek the support of the international office of their home university when applying for this internship.

Successful candidates are encouraged to apply for an Erasmus+ internship grant which will be complemented by an allowance covered by The Guild of approximately €800 per month (depending on the terms and conditions of the Erasmus grant). An additional allowance will be paid to interns who are ineligible for an Erasmus internship grant.

## Deadline

Deadline for applications is on **22 May 2023** (09.00 CET). We will contact shortlisted candidates soon after the deadline to arrange video interviews.

The Guild is committed to maintaining the security of your data mentioned in your application throughout the selection process. If you are not selected, your messages and attached documents will be deleted.

## About the Guild

Founded in 2016, [The Guild](#) comprises twenty-one of Europe's most distinguished research-intensive universities in sixteen countries, and is dedicated to enhancing the voice of academic institutions, their researchers and their students. The Guild is committed to the pursuit of excellence. It stresses the importance of scientific enquiry, rational discourse, and trust-building as the foundation of public life. And The Guild is committed to the creation of new knowledge for the benefit of society, culture, and economic growth.