

# CIRCLE U. OFFICE IS LOOKING FOR AN INTERN POLICY ASSISTANT

## 1 WHO ARE WE?

Circle U. is **one of the 50 alliances** selected by the European Commission in the framework of the **European University Initiative**. European Universities are **transnational alliances** that will become the universities of the future, promoting European values and identity, and revolutionising the quality and competitiveness of European higher education.

Circle U. consists of **nine equally-committed universities** with a shared dedication to Circle U.'s long-term transformational processes and future. Our Alliance is grounded in **existing and solid partnerships**; however Circle U. represents a considerable shift in our commitment to each other. With **Aarhus Universitet, Humboldt-Universität zu Berlin, King's College London, Università di Pisa, Universität Wien, UCLouvain, Université Paris Cité, Universitetet i Oslo** and **University of Belgrade**, our alliance aims at establishing an inclusive, research-intensive and interdisciplinary European university where students, staff and partners from civil society, businesses and the public sector can collaborate and jointly develop competencies and solutions for keeping Europe and our planet healthy, peaceful, democratic and prosperous.

## 2 WHAT DO WE OFFER?

Circle U. is offering a **unique internship opportunity for master students enrolled at or recently graduated from one of our partner universities**. Policy assistant intern will

- participate in the day-to-day running of Circle U. Office, located in Brussels,
- assist the Secretary General in the strategic management of the alliance,
- collaborate with our partner universities as well as our associated partners,
- follow, analyse and report on regional, national and EU policy developments,
- work in an international, diverse and creative environment.

**Internship duration will be of 3 months** (longer duration is possible), starting preferably **from 1 March 2024**.

The internship is **not remunerated**. However, the intern **may be supported by the home university with an Erasmus+ traineeship grant** or any similar national, regional or university mobility grant. Your home university will be able to advise on how much financial support is expected to be available.

Please note that **King's College London is currently unable to support applicants** from the UK to this internship opportunity as it no longer has access to funding from the Erasmus+ Programme. For any questions, please contact [circle-u@kcl.ac.uk](mailto:circle-u@kcl.ac.uk).

## 3 WHO ARE WE LOOKING FOR?

- **Master student, or recent master graduate** from one of our nine partner universities who are eligible for Erasmus+ traineeship grant (or similar national, regional or university mobility grant) at his/her own university

- If student or graduate from any discipline can apply, **proven interest in EU affairs, education and research policies, educational sciences** are desirable
- Very good verbal and written **command of English**; knowledge of French or any other language used in the alliance will be an asset
- Very good **writing and communication skills**, in both formal and informal settings
- Confident user of **Microsoft Office 365** (Word, Excel, PowerPoint, Teams)
- Good **organizational skills** and capacity to **take initiatives**
- Good **knowledge of EU higher education and research policies**, and more specifically in the European Universities initiative
- Interest in working in an **international, diverse and creative environment**
- Interest in dealing with a **wide variety of tasks** (administrative, communication, policy-related)

## 4 DESCRIPTION OF TASKS

- **Support Circle U. office's policy work**, including the European Strategy for Universities, the European University Initiative, etc.
- **Monitor EU higher education and research policy** developments
- Prepare clear and succinct **briefing papers** on specific EU policy developments
- Participate in **events in Brussels** organized by EU institutions and stakeholders and report to Circle U. Secretary General, President and Management Board members
- Conduct **thematic analysis, research or study**, of relevance for Circle U.
- Provide **administrative support** to Circle U. office in the organisation of events, meetings and other activities

## 5 HOW TO APPLY?

- Prepare a **CV (preferably a [Europass CV](#)) and a one-page motivation letter in English** and apply directly to your home university **by 26 January 2024**
  - Aarhus Universitet: [aarhus@circle-u.eu](mailto:aarhus@circle-u.eu)
  - Humboldt-Universität zu Berlin: [berlin@circle-u.eu](mailto:berlin@circle-u.eu)
  - Università di Pisa: [circleU.erasmus@unipi.it](mailto:circleU.erasmus@unipi.it)
  - Universität Wien: [international.office@univie.ac.at](mailto:international.office@univie.ac.at)
  - UCLouvain: [infocircleu@uclouvain.be](mailto:infocircleu@uclouvain.be)
  - Université Paris Cité: [paris@circle-u.eu](mailto:paris@circle-u.eu)
  - Universitetet i Oslo: [oslo@circle-u.eu](mailto:oslo@circle-u.eu)
  - University of Belgrade: [stamlj@rect.bg.ac.rs](mailto:stamlj@rect.bg.ac.rs)
- Each **university will nominate a maximum of three candidates**, while **Circle U. Secretary General will make the final selection** based on the applications received. If necessary, candidates might be invited for a short online interview.
- As indicated, the applicant shall check eligibility for Erasmus+ traineeship funding or any similar national, regional or university mobility grant at the respective home university.
- For further information on the internship, you may contact Mr Kevin Guillaume, Circle U. Secretary General: [secgen@circle-u.eu](mailto:secgen@circle-u.eu). For further information on the financial support and eligibility, you may contact your home university, as indicated above.