

EUROPEAN ASSOCIATION OF ERASMUS COORDINATORS

FULL TIME JOB POSITION

Date: 27/01/2022 – the position will remain open until it is filled.

The European Association of ERASMUS Coordinators is a non-profit research and development association founded in 2004 and is based in Nicosia. It is one of the leading research networks in the field of education, with active participation and organization of global conferences, European projects and special workshops organized by the European Association of ERASMUS Coordinators.

The members of the organization represent themselves or educational institutions, organizations and companies worldwide. The mission of our organization is to inspire and upgrade the education and competences of European citizens, support the next generation but also promote research, innovation and the development of practices based on evidence of research results.

EU Project Officer – Researcher

EAEC is interested to hire an EU Project Officer, who will be responsible for facilitating and executing the work the implementation of the projects the association is running.

Qualifications

1. University degree
2. Fluency in Greek and English language; other languages will be an advantage
3. Computer literacy (Microsoft Office, Word, Excel, PowerPoint)
4. Excellent writing skills
5. Strong communication and organization skills
6. Dynamic personality with excellent teamwork skills
7. Ability to work under pressure and meet deadlines
8. Willingness to learn and take initiative
9. Attention to details and reasoning competence

Duties and Responsibilities

1. Conduct desk research, assist in proposal writing, project management, prepare project reports and PowerPoint presentations.
2. Conduct fieldwork research (interviews, survey, research, observations, focus groups)
3. Review and update website content.
4. Develop and update relevant databases.
5. Conduct project development work where the organization is coordinating a project or is a partner in a project.
6. Event organization and representation in meetings abroad

Training on procedures will be given.

More info about our organization can be found on our website www.eaecnet.com.

Send us your CV as soon as possible to makrides.g@eaecnet.com.

EAEC complies with GDPR.