

Open Call for Project Coordinator

Erasmus Student Network (ESN) is the biggest student network in Europe with its international headquarters in Brussels. ESN is present in nearly 500 Higher Education Institutions in 37 countries. ESN has been supporting student mobility since 1989 and conducts transnational surveys and research projects focused on mobility and internationalisation of higher education and student accommodation.

The international headquarters in Brussels, **are looking for a Project Coordinator from November 2015 for a project financed by the European Commission's Erasmus+ KA3 funding.** The person will be in charge of the implementation and coordination of a research and policy reform project on student housing and mapping of best practices. These will be shared in a guidebook and at an international conference at the end of the project.

Job description

- Coordinate the implementation of the project's deliverables, organising four conferences and developing a communication and advocacy plan
- Prepare and manage project schedules and staff resources based on the project scope and requirements
- Work with project team of volunteers to understand requirements
- Track and manage the project implementation, working closely with all project team members to ensure high-quality work on time and within the budget
- Lead regular project status meetings both internally and externally with associate partners
- Regularly report project status and progress
- Proactively identify, communicate, and resolve potential project risks and issues
- Review and approve daily time logs for all project team members
- Contribute to the continual improvement of practices and processes
- Producing detailed project documentation and specifications
- Managing budgets and tracking project progress

Qualifications & Requirements

- Master's degree
- Background in communication and project management
- Very good knowledge of Microsoft Office (Word, Excel, PowerPoint...)
- Comfortable working in a multicultural environment
- Quick-learner with structured way of working
- Flexibility with working hours
- Very good knowledge of written and spoken English
- Knowledge of project management techniques and methods
- Knowledge of ESN projects and education policies at European level are a plus

Highly valued

- Over 3 years work experience and prior experience in EU grant management
- Fluency in other European languages
- Experience from a European network and multicultural working environment
- Previous experience working with volunteers

Term and conditions

- Full time position
- Two year contract from November 2015 to October 2017
- Salary 2500 Brut / month
- Transport and health insurance covered
- Casual, friendly work environment

Please send your **motivation letter and CV** to applications@esn.org.

Deadline for the application is **September 30th 2015** with interviews taking place as soon as we find potential candidates.

For more information on our research projects please visit our website www.esn.org.