

Education Analyst

EIT Digital

We believe in making and shaping a competitive digital Europe that is inclusive, fair and sustainable and aim at global impact through European innovation fueled by entrepreneurial talent and digital technology.

We embody the future of innovation by mobilizing a pan-European multi-stakeholder open-innovation ecosystem of top European corporations, SMEs, startups, universities and research institutes, where students, researchers, engineers, business developers and investors address the technology, talent, skills, business and capital needs of digital entrepreneurship. We build the next generation of digital ventures, digital products and services, and breed digital entrepreneurial talent, helping business and entrepreneurs to be at the frontier of digital innovation by providing them with technology, talent, and growth support. For more information, visit <https://www.eitdigital.eu>

The Role

For the operational support related to its Entrepreneurial Academy, EIT Digital is looking for highly motivated professionals who are able to work effectively in complex and dynamic multiparty environments. The main purpose of this position is to drive the delivery of EIT Digital Education activities in terms of KPIs, Deliverables, Outputs and Impact.

Main Responsibilities:

- Entrepreneurial Academy support
 - Provide hands-on support to all the EIT Digital stakeholders with respect to achieving KPIs, deliverables and Impact;
 - Work with the local EIT Digital teams to assess the maturity level of the Innovation and Education Activities;
 - Raise red flags when project risks and impediments are spotted and support the teams to resolve them;
 - Support the EIT Digital engagement in new business and funding activities (e.g. calls and tenders issued by EU organizations)
- Data Management and Analytics
 - Manage and analyse data (e.g. KPI results, budget allocations, forecasting) and provide suitable presentations / visualizations for the management;
 - Manage, administer and improve the relevant (IT) infrastructure and tooling (e.g. CRM, data tracking & visualization tools) and develop a centralized and holistic database;
 - Prepare data and input for the yearly budget planning and carry out data profiling to identify and solve anomalies.
- Operational Excellence and Process Management
 - Drive the key annual processes of the EIT Digital (formal reporting to the EIT, quarterly reporting to EIT Digital management, Business Plan preparation and amendment);
 - Develop new standard templates, procedures and processes, identify opportunity to improve the existing ones;
 - Define and improve Activity performance metrics to maximise efficiency and delivery of the EIT Digital portfolio of activities.

Qualifications and Experience

- Master's degree in Science, Technology, Engineering or Mathematics (STEM) is required, preferably Computer Science or Information Technology;

- Minimum 3 years of relevant experience in digital innovation / technology sector;
- Outstanding analytical skills and experience with data collection, analysis, modeling & visualization.
- Experience with managing operational tasks and processes;
- Excellent project management skills; EU project experience is a plus;
- Excellent knowledge of Microsoft Office Products, especially Excel, SharePoint and PowerBI;
- Autonomous and pro-active, as well as a natural team player;
- Hands-on and can-do attitude with high level of commitment to duties, timelines and deadlines.

Languages: Mastery of English, with superior verbal, presentation and written communication skills.

Employment: This is a full-time position. Place of employment is at **EIT Digital office in Brussels**. Applicant may be required for occasional travel to other European Co-Location Centres.

To apply

Please mail a resume and motivation letter to innovation_analyst@eitdigital.eu outlining how your skills and experience meet the qualifications of the position. Applications without a motivation letter will not be considered. Additional information can be obtained via <https://www.eitdigital.eu/our-community/careers>

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

Applications should be submitted before 5pm CET of September 24 2021