EIT Digital seeks Education Analyst

About EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation. EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 130 top European corporations, SMEs, startups, universities and research institutes. As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in our pan-European network of Co-Location Centres in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, as well as in a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

Education is one of the cornerstones for EIT Digital. The ambition of EIT Digital is to educate a new generation of tomorrow's leaders in Digital technologies, as an answer to the evolving needs of the European economy. The EIT Digital Academy consists of a Master School, a Doctoral School and a Professional School.

The Master School is a two-year Masters programme with eight technical majors and a minor in Innovation & Entrepreneurship. 20 European top universities, renowned researchers and leading businesses are in partnership with EIT Digital to provide cutting-edge ICT excellence in combination with innovation and entrepreneurship training. Students are enrolled in Master programmes in ICT innovation through which they will be awarded a double degree accompanied by an EIT-labelled certificate.

The Doctoral School offers, in collaboration with industrial and academic partners of EIT Digital, industrial doctorates where doctoral candidates acquire a mindset for Innovation and Entrepreneurship. The EIT Digital Doctoral School innovates with a new kind of doctoral programme based on offering a deep expertise in key digital areas together with a strong background in Innovation and Entrepreneurship. It creates a unique experience combining research, innovation, entrepreneurship, industry involvement and pan-European mobility.

The Professional School keeps European professionals at the forefront in today's fast-paced digital world. Professional learners receive high quality training through cutting-edge blended-learning courses that foster their knowledge in the respective field and help to develop new skills and competencies. The courses also allow them to improve their employability and marketability as they accelerate both technical and leadership skills. Together with its partners, the EIT Digital Professional School is constantly working on an innovative portfolio of blended learning courses for experts working in sectors highly influenced by emerging digital technologies.

Job Profile

For the operation of its Academy, EIT Digital is looking for a highly motivated professional who is able to work effectively in complex and dynamic multiparty environments. Main tasks include:

- Manage and maintain the EIT Digital Academy infrastructure (database, IT tools, website) - with an initial focus on the Professional School infrastructure
- Process and monitor financials
- Provide hands-on support to learners, partners, and the EIT Digital management
- Manage and develop the relevant guidelines, processes and templates
- Ensure execution excellence and contribute to continuous improvement
- Assist in the provision of project monitoring and progress reports for on-going development of educational tools, courses and software
- Support the communication activities of the EIT Digital Academy
- Facilitate contracting processes and review the content of related documents
- Operate the Professional School office within the Innovation and Education Operations team
- Support various components of the EIT Digital Academy (e.g. Master School and Doctoral School) in a flexible way according to specific business needs

Expected Qualifications

- BSc or MSc in STEM or Business Management
- Approximately 5 years of comparable experience in a Professional Education organisation
- Understanding of digital technologies and of the way digital services are designed and developed
- Good project management skills
- Working knowledge of Microsoft Office Products, especially Excel
- User experience with IT tools, website management and social media
- Experience in data collection, analytics and visualization
- Very high level of autonomy and ability to work as part of a team
- Strong verbal and written communication skills
- Excellent operational, administrative and organizational skills
- Experience with operational tasks and with taking responsibility for operational excellence
- Service oriented
- Ability to embrace a dynamic work environment and accustomed to performing under pressure
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace remote interactions (e.g. videoconference, phone, email)

Location

Place of employment is the EIT Digital Headquarters office in Brussels, Belgium.
Occasional European travel needs to be expected.

Reporting to

Head of EIT Digital Innovation & Education Operations

Language Skills

Excellent command of English is required.
Additional language skills are welcome.

Contact

Federico Menna, Head of Innovation & Education Operations, EIT Digital, federico.menna@eitdigital.eu

To apply

Please email your C.V. and a motivation letter that outlines how your skills and experience meet the expected qualifications listed above, to: education_analyst@eitdigital.eu
Applications that do not include both a resume and a motivation letter will not be considered.

Applications can be submitted until September 4, 2017.