EIT Digital seeks an Education Analyst

About us

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 150 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 and Trento. We also have a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

EIT Digital is an equal opportunity employer and values diversity.

The EIT Digital Academy

Education is one of the cornerstones of EIT Digital's activities. The ambition of EIT Digital is to educate a new generation of leaders in digital technologies, as an answer to the evolving needs of the European economy. The EIT Digital Academy delivers our unique blend of the best of technical excellence and entrepreneurial skills and mindset to digital engineers and entrepreneurs at all stages of their careers.

We train graduates pursuing digital entrepreneurial education via the EIT Digital Master School, provide the opportunity for industry embedded, market focused doctorates via the EIT Digital Doctoral School, and ensure those already working within industry are able to keep abreast of current developments and use them to help their organisation innovate and succeed via the EIT Digital Professional School.

Responsibilities

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 responsibilities include:

- Operate the Education office within the Innovation and Education Operations team
- Harmonise and validate education data; produce project monitoring reports and analytics
- Liaise with relevant stakeholders, including academic and industrial Partners, students and EIT Digital staff at various levels in order to coordinate education activities, administrative tasks and processes
- Provide hands-on support to learners, Partners and the EIT Digital Management
- Support key annual processes such as the Call for Proposals and Business Plan creation and revisions
- Manage suppliers, facilitate contracting processes and review the content of related documents
- Process and monitor financials
- Manage and maintain the EIT Digital Academy infrastructure (database, IT tools)
- Work on the creation and development of relevant guidelines, tools, processes and templates to foster continuous improvement and harmonisation in the execution of tasks

- Support the Academy's external communication activities
- Provide coaching and support to the various schools of the EIT Digital Academy in a flexible way according to specific business needs

Qualifications and Experience

- MSc degree in Science, Technology, Engineering or Mathematics (STEM) preferably with Computer Science specialisation, a PhD is an asset
- Approximately 5 years of comparable experience in an education organisation
- Strong IT skills; excellent knowledge of Microsoft Office Products, especially Excel and potentially PowerBI
- Experienced user of IT tools including learning management systems
- Experience in data collection, analytics, visualization and data validation
- Very good project and time management abilities
- Experience with operational and administrative tasks and focus on operational excellence
- Autonomous and proactive with a solution-oriented approach to work
- Ability to embrace a dynamic work environment and perform under pressure
- Excellent work ethics with high level of personal commitment to duties, timelines and objectives
- Used to working with remote teams (e.g. by videoconference, phone, email)

Language Skills

Excellent command of English is required
Knowledge of any of the following languages Dutch, French, Finnish, German, Hungarian, Italian, Spanish or Swedish is a merit.

Location

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

Reporting to Head of EIT Digital Innovation & Education Operations

To apply

Please mail a resume and motivation letter to education_analyst@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position.
Applications without a motivation letter will not be considered.

Applications should be submitted until 5pm Wednesday October 31, 2018.