

EIT Digital seeks an Education Partnership Manager for its Silicon Valley Hub in San Francisco

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 200 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, and a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

The EIT Digital Silicon Valley Hub establishes a two-way bridge between the European EIT Digital ecosystem and the San Francisco Bay Area supporting the exchange of talents, technology and investments. The Silicon Valley Hub is tightly integrated into all EIT Digital activities in Innovation, Entrepreneurship and Education and actively promotes Europe in the Bay Area. It is connected to national trade and scientific missions as well as accelerator programs of different European countries.

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, disabled people and other underrepresented groups.

The Role

For the hands-on management of a range of projects related to the education-related initiatives of EIT Digital at its Silicon Valley Hub, EIT Digital is looking for a highly-motivated professional who is able to work effectively and autonomously in complex and dynamic international multiparty environments as part of a small team. The education project manager represents the EIT Digital education programs in Silicon Valley, establishes and maintains relationships with U.S. universities and other relevant organizations, manages specific projects in alignment with the EIT Digital Academy (the EIT Digital education organization) and handles the relevant operational aspects at its Silicon Valley Hub.

Main Responsibilities

- Design and implement programs for students, connected to the EIT Digital Schools (Master School, Professional School, Summer Schools, Doctoral School) as well as towards the facilitation of internships within the EIT Digital ecosystem (EIT Digital Partners, EIT Digital Accelerator portfolio companies)
- Develop and implement a strategy to recruit students for the EIT Digital Master School in the United States



- Build and maintain relationships between EIT Digital and leading U.S. universities
- Support additional education-related tasks at the EIT Digital Silicon Valley Hub
- Collaborate with the team at the EIT Digital Silicon Valley Hub and in Europe on education initiatives, and support its activities outside of the education projects

Required Qualifications and Experience

- University degree in Science, Technology, Engineering or Mathematics (STEM)
- 3+ years of experience in education-related projects and with working with universities and students
- Excellent project management skills and demonstrated track record
- Operational excellence and attention to detail, as well as with utilizing IT tools
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace a dynamic work environment and to handle urgent requests
- Autonomous, as well as a natural team player
- Good understanding of digital technologies, products and services
- Affinity with and knowledge of Europe is a plus

KPIs

- Number of U.S. students recruited for the EIT Digital Master School and for the EIT Digital Summer Schools
- Number of U.S. participants in other relevant EIT Digital education programs, for example in Professional School courses or in online education programs
- Number of U.S. universities participating in education projects related to EIT Digital
- Number of facilitated internships of U.S. students in the EU

Language Skills: Excellent oral and written communication skills and ability to adapt to a variety of stakeholders is required. Additional language skills are welcome.

Position Profile: Full-time

Place of Work: EIT Digital Silicon Valley Hub, located downtown San Francisco.
No relocation support is foreseen.

Reporting to: EIT Digital Silicon Valley Hub Director

Other: Applicants must have the right to work in the USA.

To apply

Please email your C.V. and a motivation letter to positions_sv@eitdigital.eu, outlining how your skills and experience meet the requirements listed above.

Applications that do not include both a resume and a motivation letter will not be considered.

Applications should be submitted until May 31, 2019.