

Application deadline: 7 June 2021

# Student Assistant Communication & Events

## ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

	<i>We create systemic solutions that will <b>move more people around the city more efficiently and free up public space.</b></i>
	<i>We bring all <b>key players in urban mobility together</b> to avoid fragmentation and achieve more.</i>
	<i>We engage <b>cities and citizens from the word go</b>, giving them the opportunity to become true agents of change.</i>

Using our cities as living labs, our industry and university partners will demonstrate how new technologies can work to solve real problems in real cities by transporting people, freight and waste in smarter ways. We thus have built a network enabled by five Hubs in Barcelona (South), Copenhagen (North), Helmond (West), Munich (Central), and Prague (East). Both student assistant positions are for our Hub North in Copenhagen while you will have plenty opportunities to foster and benefit from all Innovation Hubs as well.

## ABOUT INNOVATION HUB NORTH

Innovation Hub North brings together key stakeholders in urban mobility from a large geographical area of ten countries around the Baltic Sea Rim and further North: Denmark, Germany (North), Sweden, Finland, Estonia, Latvia, Lithuania, Poland (North), Norway, and Iceland.



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Our office is located in the heart of Copenhagen (Denmark), in the dynamic co-working community BLOXHUB that brings together innovators, start-ups, and researchers to co-create solutions for sustainable cities.

Together with our partners from top cities, universities, and companies we develop innovative solutions, and test them in our partner cities of Helsinki, Stockholm, Tallinn, Copenhagen and Hamburg. We are determined to grow our partnership network and are open to new partners from relevant industries and businesses, municipalities, non-governmental organisations and knowledge institutions. We aim to maintain a balanced representation of partners in key sectors with impact on urban mobility including Mobility as a Service, First and Last mile transport, city logistics, autonomous vehicles, sustainable and integrated transport, electrification, and accessibility.

EIT Urban Mobility is looking for **a talented, structured and detail-oriented student assistant to help out in our Copenhagen regional office.**

Here is a great part time opportunity for students with an interest in urban mobility as well as administrative and communications-related tasks. Proven experience with MS Excel and MS Office 365 is a must, and you will also need to have a very good command in written and spoken English. Danish/Scandinavian language command is an additional preferred qualification.

We expect your average weekly workload to be up to 20 hours per week subject to your availability and mutual ongoing agreement. Our office is situated in the heart of central Copenhagen (BLOXHUB) but the majority parts of your tasks can/should be carried out online.

## YOUR TASKS

For this position, we are looking for a student with proven skills in communication, events and administration. Tasks and responsibilities will include, a.o.:

- Assist in planning and delivering events, digitally and in person
- Assistance in the preparation of visual presentation materials
- Contribute to and draft reports, conduct desk research
- Support the content creation, editing and proofreading
- Stakeholder management assistance
- Set up and book meetings, draft agenda and take minutes
- Ad hoc administrative assistance to your colleagues in everything from meetings to travel planning

## KEY SKILLS

- attention to details
- flare for quality



- ability summarize complex information
- reporting skills
- structure
- data visualisation and analytical skills
- can do attitude
- team spirit

### CONTRACT TYPE

- Student assistant role
- Up to 10-20 hours per week on as needed basis

### LOCATION

- Our office is situated in heart of central Copenhagen (BLOXHUB) but the majority of the tasks can/ should be carried out online

### APPLICATION PROCESS

EIT Urban Mobility 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 above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

- To apply for this position, please send a full application form consisting of a letter of motivation highlighting how your skills or experience matches this role requirements and a current curriculum vitae to [internship@eiturbanmobility.eu](mailto:internship@eiturbanmobility.eu)
- Save the files as "Student Assistant Communication & Events – [First Name][Last Name]" in a PDF format

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### Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific internship;

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- to match your details with the internship vacancies and to eventually contact you;
- to retain your details and notify you about future internship/job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).

