

Application deadline: 7 June 2021

# Student Assistant Analytics & IT Administration

## 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.

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

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 strong network enabled by our five Hubs in Barcelona (South), Copenhagen (North), Helmond (West), Munich (Central), and Prague (East).

## 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.

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.

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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 IT administrative and analytics-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.

We expect your average weekly workload to be up to 10-15 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 an analytical and IT oriented profile. Your tasks and responsibilities will include, a.o.:

- Helping in mapping stakeholders via existing information and desk research
- Participate in the contact and stakeholder database (Podio, Excel) maintenance for Innovation Hub North
- Support on entering, analyzing and monitoring our data within the company's CRM system
- Support on meetings, events and (digital) marketing and communications in IT topics
- Manage documents in SharePoint
- Report on your findings and prepare recommendations
- Assisting in the creation of data visualizations for internal as well as for external reports and presentations

## KEY SKILLS

- attention to detail
- 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 10-15 hours per week 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 Analytics & IT Admin - [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;
- to match your details with the internship vacancies and to eventually contact you;

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- 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](#).

