

Application deadline: 1 July 2022

Education Assistant

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 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.

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

ABOUT EIT UM ACADEMY

The webpage of EIT Urban Mobility Academy is <https://www.eiturbanmobility.eu/academy/>

Our Academy is a collaborative arena for lifelong learning, helping to build critical capabilities for innovation and transformation. We are training the next generation of urban mobility practitioners, needed by the urban mobility ecosystem of the future.

Our programmes are intersectoral, interdisciplinary, international, and entrepreneurial.

Within the Academy, there are four main areas: the Master School, the Doctoral Training Network, the Competence Hub, and the Education Capacity Building team.

This Education Assistant will be part of the Education Capacity Building team, which work with the other 7 EIT Knowledge Innovation Communities (KICs) to implement joint education programmes (*Cross-KIC Education*), and implement and support education activities in RIS countries (*RIS Education*).

ABOUT THE JOB

The Cross-KIC branch of the Education Capacity Building team is involved in pan-European initiatives including:

- **The EIT HEI Initiative – Innovation Capacity Building for Higher Education:** a Cross-KIC project aimed at creating systemic impact in higher education at the institutional level, by supporting Higher Education Institutions (HEIs) to increase their innovation and entrepreneurial capacity and better integrate into and engage with innovation ecosystems. More information can be found [here](#).
- **The Strategic Education Cluster:** A Cross-KIC project that aims at integrating education activities from different KICs, creating joint offerings and opening new opportunities for raising EIT's profile and for market penetration. Among other things, the Cluster hopes to further connect all KICs' education offer to the current and future needs of the labour market. Within the Education Cluster, EIT Urban Mobility is leading on the creation of the EIT Virtual Campus – an online portal that will bring together the courses produced by all KICs; and is strongly involved in other activities including [Girls Go Circular](#) – an initiative to promote innovation and entrepreneurship skills among 14-19 year-old girls.
- **The New European Bauhaus (NEB):** The [New European Bauhaus](#) initiative calls on all of us to imagine and build together a sustainable and inclusive future that is beautiful for our eyes, minds, and souls. The Education Work Package has so far involved the production of courses covering the NEB's main axes, and for the following years the ambition is to move away from course production to education activities/implementation, with a focus on impact.

The Education Assistant will be supporting the Education Officers across all three programmes, particularly the EIT HEI Initiative. The successful candidate might be involved in RIS Education too if needed. Tasks will involve:

- Carrying out periodic reporting activities, obtaining the relevant information from projects in line with the reporting guidelines of EIT Urban Mobility. Linked to this, liaise with Operations teams including Legal, Finance and Project Management Office.
- Helping identify ways for improving reporting and data collection processes to enhance education projects' impact.
- Supporting Education Officers with subcontracting procedures, including writing Request for Proposals, liaising with the right teams internally to obtain approval, and manage vendor relations as needed.
- Being involved in the communications and dissemination activities of the projects managed by the Education Capacity Building team, ensuring that the team remains responsive to the emerging needs and requirements from activities funded by the organisation. Similarly, leading on the organisation of events targeted at education projects, whether that be online, in-person or blended, in coordination with the Communications team.

- Helping the team find ways to work effectively and efficiently with other areas within the EIT Urban Mobility's Academy, in order to explore synergies that help us improve impact and options for financial sustainability.
- Helping define, and potentially lead on, new strands of work as they arise, notably via the EIT HEI Initiative's Alumni group.
- Support with the communications with other KICs whenever needed for the team to obtain all the information required to implement Cross-KIC projects, notably in the context of the New European Bauhaus.

The position can be based in **Barcelona**.

Permanent and full-time position, with possibility to homework up to 2 days a week.

No relocation expenses are assigned.

Travel to different countries in Europe can be part of the job.

THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities and we are looking for someone who strives for making a difference together with other people.

The ideal candidate:

- Has experience in project management and/or project assistance.
- Is excited to work as part of a team and willing to establish connections within and outside the organisation.
- Is hands-on and proactive.
- Is enthusiastic about sustainability, climate action and urban mobility.
- Has at least 1 or 2 years of relevant work experience.

Experience in the below would be considered as a plus:

- Has some formal training in project management.
- Has some experience working with education institutions, including universities, schools, and/or independent providers.
- Has some experience working in/with international or EU organisations.
- Has some experience working with start-ups.

- Is confident working in other languages on top of English.

To be a fit for this role:

The ideal candidate will have a strong interest in the area of education, innovation and entrepreneurship, and be committed to achieving impact through implementation to address the skills and knowledge gaps in the area of urban mobility; with a focus on those who need it most. He or she will also be a good team player who can work autonomously, and who can communicate effectively within and outside the team. An entrepreneurial and can-do attitude will be particularly valued.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain.
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

EDUCATION

- Degree-level education, preferably in social sciences, or equivalent relevant experience;
- Written and spoken English (C1), any other European language is a plus.

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.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format: Save your completed application form in **one single file** in PDF format.
- File name: Name the file according to the model “*EITUM_first name_last name*”. For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
- Email title: The subject field should read “*Education Assistant. HR103-2022*”.
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

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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 jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future 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.

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