

*EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)*

*The European Institute of Innovation and Technology (EIT) recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)*

*EIT Manufacturing now invites applications for the position of*

## EIT Manufacturing Master & Doctoral School Officer

Full-time position at the EIT Manufacturing Headquarter in Paris Saclay or remote

### About EIT Manufacturing Master and Doctoral School

EIT Manufacturing (EITM) has the ambition to support students, professionals and managers to develop competences and skills relevant for high value jobs and for increasing innovation and entrepreneurial capabilities in the manufacturing sector.

The EITM Master and Doctoral School is one of the key assets to support the EIT Manufacturing educational strategy. EIT Manufacturing (EITM) Master and Doctoral School offers unique and excellent high education programmes, with international and inclusion mindset, to graduate the next generation of Manufacturing Innovators and Entrepreneurs. The programmes merge manufacturing technical and technological aspects with innovation and entrepreneurship teaching, in the context of the global societal challenges, such as circular economy, industrial innovation, sustainability. The programmes are provided by several European leading universities partners and accept European and international students to provide a diverse environment, exposing the students to different cultural perspectives.

### About the position

The EIT Manufacturing (EITM) Master & Doctoral School officer is the key liaison for student services, providing counselling, education guidance, mobility and scholarship advice, support during mobility. The role is also the point of contact with university partners offices, students alumni, EITM CLCs and EITM Education managers. The role acts as main internal administrative interface as well.

Specifically, the main activities planned are:

- To provide an effective and customer-focused frontline support service to prospect and enrolled students and EITM partners (universities, research centres and industries)
- To deliver efficient and professional information, advice and support to meet the needs of students from application and along their studies
- To interface with partner universities for students, programmes and school requirements, activities and services
- To manage the information of the students along their studies and alumni accordingly to GDPR rules and regulations
- To provide updated information to the different stakeholders according to their needs

- To support internal administrative, legal and financial processes and activities, in strict collaborations with other EITM functions
- To collaborate with communication, marketing and sales colleagues to support the information sharing within the company and the smooth transition from application to student enrolment.

### Key Accountabilities

- Management of students from application to admission and along their studies
- Handling of students application, admission and enrolment processes including systems setup and management, including long and short courses and extra-curricular activities
- Review and improvement of admission processes, tools and procedures
- Governance of students mobility and thesis processes and administration at EITM level
- Monitor of students progressing and support along their studies, including updating of information about students through CRM, excel files and databases, running periodic surveys etc.
- Management of agreements with students and support to EITM partners agreements
- Management of suppliers and related procurement process
- Support in the organization of education and networking initiatives, mainly aimed at students
- Relationships with universities offices, including administration offices, and other stakeholders
- Support for the development of all promotional activities, connecting students with communication and marketing departments and suppliers .

### Qualifications

- Academic Master degree
- Min. 2 years of working experience
- Previous experience working in an educational environment, interacting with international and domestic students is a plus

### Skills and expertise

- Excellent knowledge of English. French and additional European languages are a plus
- Excellent written and verbal communication skills
- Excellent command of the Office package
- Be able to learn quickly new IT skills, including configuration and usage of new SW tools
- Previous experience in student management packages, CRM, and other information management systems is a plus
- Motivation, passion to work with people and customer support & satisfaction mindset
- Propensity for teamwork and collaboration with several functions, but capability to work autonomously
- Proactivity, flexibility and problem solving
- Very good organisation and planning skills, including attention to detail and multi-tasking
- Be able to prioritise tasks and meet set deadlines
- Enthusiasm and commitment to achieve both individual and organizational objectives

**We offer:**

- a full-time, unlimited duration employment contract under French labor law
- a start-up mindset, fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- a friendly atmosphere within a dynamic team at modern and well-located office facilities

**Location**

The role location will be at EIT Manufacturing in Paris or remote within EU , with possible travelling across Europe.

**Reporting**

The EIT Manufacturing Master & Doctoral School Officer will report to the head of the EIT Manufacturing Master & Doctoral School.

**Equal opportunities**

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

**Selection Committee**

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview at EIT Manufacturing with the head of the EIT Manufacturing Master & Doctoral School and members of the Management Team. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

**Protection of personal data**

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#) .

**Application**

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: [hr.edu@eitmanufacturing.eu](mailto:hr.edu@eitmanufacturing.eu) with subject header "EIT Manufacturing Master & Doctoral School Officer".

The application should be written in **English**.

Only complete applications will be evaluated.

Closing date is **12th February 2023**.

For further information, please contact [hr.edu@eitmanufacturing.eu](mailto:hr.edu@eitmanufacturing.eu)

**Please join us on this exciting journey. Send us your application now!**