

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers 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

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

EIT Manufacturing now invites applications for the position of

EIT Manufacturing Master & Doctoral School Officer

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 Master & Doctoral School communication officer as well.

Specifically, the main activities planned are:

- To provide an effective and customer-focused frontline support service to prospect and current students and EITM partners (universities, research centres and industries)
- To deliver efficient and professional information, advice and support to meet the needs of students 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 accordingly to GDPR rules and regulations
- To provide updated information to the different stakeholders according to their needs
- To deliver on time organizational support for the EITM Master and Doctoral School education events
- To take care of marketing and communication implementation plans and services, including social

media, online marketing tools and campaign, on site promotional activities of the EITM Master & Doctoral School.

Key Accountabilities

- Management of prospects students, from the first contact to the application, selection and admission phase
- Support in the students application, admission and enrolment processes including systems setup and management
- Monitor of students progressing and support along their studies, including updating of information about students through CRM and databases
- Support in the management of agreements with students and EITM partners
- Support in the organization of education and networking initiatives, mainly aimed at students
- Relationships with universities offices, including administration offices, and other stakeholders
- Development and implementation of marketing, communication and sales plans for the programs including social media channels and campaigns
- Support for the development of all promotional activities, in terms of preparing brochures updating web site pages, promoting and organizing on line and on site fairs and events, etc .

Qualifications

- Academic Master degree
- 2 years of working experience

Skills and expertise

- Excellent knowledge of English. French and additional European languages are a plus
- Excellent written and verbal communication skills
- Excellent social media communication management
- 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, 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
- Previous experience working in an educational environment, interacting with international and domestic students is a plus
- Knowledge of digital marketing is a plus.

What we offer

- The role is a full-time position
- Start-up mindset, fast and flat processes, straight internal communication, low hierarchies and freedom to operate
- Familiar atmosphere within a dynamic team at modern and well-located office facilities
- Our working language is English

Location

The position is located at our HQ in France, However, remote work may be a possibility depending on the chosen candidate.

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

Applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Application

A complete application should consist of (i) a full curriculum vitae; (ii) a cover 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 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 **July 25th 2022**.

For further information, please contact hr.edu@eitmanufacturing.eu

Participate in this exciting journey and send us your application now!