

LEUVEN, 24 November 2021

[CESAER](#) is the European association of leading specialised and comprehensive universities of science and technology that: champion excellence in higher education, training, research and innovation; influence debate; contribute to the realisation of open knowledge societies; and, deliver significant scientific, economic, social and societal impact.

We seek a (Senior) Advisor for Learning & Teaching

to start as soon as possible working full time at our [Secretariat](#). The deadline for applications is 3 January 2022.

What we offer

- Varied and dedicated international work experience within a multi-cultural and open setting in a small and dynamic team
- Position based at [Kasteel van Arenberg](#) in LEUVEN (BELGIUM)
- Full-time (40-hours work week), temporary contract for one year and longer-term career perspective with permanent contract either at Advisor or Senior Advisor level (depending on experience).
- Competitive salary, attractive offer of extra-legal benefits and pension arrangements
- Inspiring professional and personal development
- Employment directly at the [CESAER AISBL](#)

What are the main responsibilities

- Contribute to the [mission, aims and values](#) of our association
- Coordinate and lead on higher education advocacy, strategy, events and activities for our association
- Promote our association as a constructive and visible partner in higher education at the European level
- Liaise with external actors and represent our association in European higher education and institutional benchmarking
- Serve and advise our governing bodies and task forces
- Provide support from Secretariat for at least two task forces

What are concrete examples of the tasks

- Gather intelligence and provide high-quality and targeted information to our governing bodies and task forces
- Liaise with representatives of EU institutions and our Member universities
- Take a leading role in developing and executing prioritised advocacy strategies for our association in the European higher education policy landscape. Examples of topics include European Education Area, Erasmus, European University initiative, European Higher Education Observatory.
- Write and edit positions, briefings, articles, statements and papers ([examples](#))
- Develop, prepare and facilitate the delivery of events

What are the mandatory requirements

- Master's degree or equivalent
- At least three years of relevant experience
- Knowledge of policy-making processes at European level and of EU institutions
- Knowledge of European higher education policies, funding programmes and related advocacy
- Network in European higher education
- Experience of working in a multicultural and international context
- Proven track record in writing and editing content for public dissemination (e.g. articles, reports and statements)
- Fluency in English (both spoken and written)
- Excellent facilitation skills
- Ability to deliver high-quality results to a deadline
- Ability to work autonomously as well as in a small team
- Willingness to travel within Europe and beyond
- Willingness to work during non-office hours such as evenings and weekends (exceptionally and upon agreement)
- Legal entitlement to work in the EU

What are the desirable requirements

- PhD or academic background in engineering, or both is strong advantage
- Experience with membership-based organisations
- Experience of working with university leaders and senior academics
- Knowledge of two additional European languages
- Experience in supervision and peer mentoring
- Experience in development and assessment of strategic plans
- Track record of leadership in organisational learning and development
- Track record of leading and managing multiple, long-term (12 months+) projects involving internal and external partners

How to apply

Interested candidates are invited to send (i) a motivation letter of maximally two pages demonstrating suitability for the function, (ii) a *curriculum vitae* of maximally two pages and (iii) a list with links to at least two pieces of writing available online related to advocacy in European higher education (including short descriptions for each for how the candidate was involved in their development) by email to info@cesaer.org by no later than 3 January 2022 with 'Application for (Senior) Advisor for Learning & Teaching' in the subject line.

Equality, diversity and inclusion are core values of our association and we welcome applications from diverse personal contexts, backgrounds and circumstances.

For more information on the opportunity, please contact our Secretary General David Bohmert at david.bohmert@cesaer.org