

LEUVEN, 29 June 2022

[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 an Advisor for Learning & Teaching

to start as soon as possible working full time at our [Secretariat](#). The deadline for applications is 26 August 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.
- Competitive salary based on experience, 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
- Support 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 topics such as European higher education and institutional benchmarking
- Support our [Task Force Learning & Teaching](#) and [Task Force Benchmark](#)
- Serve and advise our governing bodies and 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
- Develop and execute, in close collaboration with colleagues, prioritised advocacy strategies for our association in the European higher education policy landscape. Examples of topics include European (Higher) Education Area, Erasmus, European University initiative and European Higher Education Sector 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
- Knowledge of policy-making processes at European level and of EU institutions
- Willingness to work in a multicultural and international context
- Track record in writing and editing content for public dissemination (e.g. articles, reports and statements)
- Fluency in English (both spoken and written)
- Excellent communication, coordination, team working and facilitation skills in multicultural and diverse environment
- Ability to manage and prioritise tasks and 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 an advantage
- Knowledge of European higher education policies, funding programmes and related advocacy
- Experience with membership-based organisations
- Experience of working with university leaders and senior academics
- Several years of relevant experience
- Network in European higher education
- Knowledge of two additional European languages

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) two pieces of writing (links to online location are sufficient) by email to info@cesaer.org by no later than 26 August 2022 with 'Application for 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