

## Operations Assistant

### Overview Terms & Conditions

- **Position:** Operations Assistant
- **Reports to:** Operations Coordinator
- **Availability:** Full-time from Mon-Fri (38 hrs/week)
- **Location:** Hybrid, in Brussels (home office some days per week)
- **Reimbursement:** based on Scholarship. *Suggestions:*
  - *For Spanish candidates: PICE grant of the Spanish Chamber of Commerce (please check conditions to see if you qualify)*
  - *For other candidates: Erasmus+ Traineeship or others*
- **Duration:** min. 6 months. Linked to a scholarship
- **Start date:** By mutual agreement with the chosen candidate
- **Office attire:** Business casual

### What will this position entail?

The main tasks and responsibilities of the Operations Assistant will include, but are not limited to:

- Maintaining accounting records and carrying out bank reconciliations;
- Supporting the administrative management of an international non-profit association;
- Supporting project financial management, including budgeting, monitoring, and reporting for international projects involving students and professionals;
- Assist in team and partner meetings - send calendar invites, prepare agendas or presentations, take minutes/actions, keep track of progress, and follow up;

### Candidate Profile

- Bachelor's student or a recent graduate in Economics, Administration, Management, Finance, or related fields;
- Proficiency in English for oral and written interactions (min. B2 English);
- Knowledge of Google Office Packache, especially Google Sheets;
- Strong organizational and time management skills;
- Detail-oriented, proactive, good team spirit.
- Curiosity, ability to learn fast, and deliver results;
- Commitment to the organization's mission and values.

### Joining Euca, you will develop...

- Min. C1 in English for oral and written interactions;
- The ability to take ownership of assigned responsibilities, working both independently and in coordination with colleagues and partners across different countries;
- A proactive, solution-oriented mindset, with the confidence to take initiative, go the extra mile, and help move work forward in a dynamic international setting;
- Solid organisational skills, especially in time management, attention to detail, and the ability to manage several tasks and projects at the same time;
- Practical digital and editing skills, including the use of collaborative online tools such as Google Drive, Canva, Loom, and other platforms commonly used in international teamwork, AI solutions included.

### Application Procedure

To apply, please send an email to [a.sierra@euca.eu](mailto:a.sierra@euca.eu) with the following:

1. CV on 1 page in English;
2. Cover letter explaining why you would like to join the Euca team.

Applications will be reviewed on a **rolling basis** until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.



## A career with us

The European University College Association - <https://www.euca.eu>, acts as a springboard for young people who want to pursue an **international career** or are keen on **education or youth policies**. Recent graduates or students from our network are invited to join us for an immersive international experience!

As part of EucA, you will work in a **European non-profit environment**, contributing to initiatives that support students and student affairs professionals across Europe, while gaining first-hand experience in international cooperation, education, and youth engagement.

We are looking for a proactive, resourceful, and motivated colleague who is eager to contribute to EucA's mission and to the wider development of the European student affairs field. You will work with universities, colleges, and international stakeholders, and your ideas and perspective will be valued in shaping EucA's future initiatives.

## About EucA

The European University College Association (Euca) is a Brussels-based network committed to supporting internationalisation in higher education by promoting student engagement, leadership development, and active citizenship across Europe.

Spanning 17 countries, EucA connects university colleges, residences, and universities to strengthen collegiate life across Europe. Thanks to the exchange of best practices and the development of high-quality events, services, and projects, EucA is driving success for students and professionals in Student Affairs.

**For more information, please send an email to: [a.sierra@euca.eu](mailto:a.sierra@euca.eu)**