



Operations & International Mobility Trainee *Call for Applications*

Overview Terms & Conditions

- **Position:** Operations & International Mobility Trainee
- **Reports to:** Project Coordinator – International Student Mobility Team
- **Availability:** Full-time from Mon-Fri (38hrs/week)
- **Location:** Rome (Italy) or Brussels (Belgium) office
- **Duration:** Min. 6 months (with possibility of extension up to 12 months)
- **Financial compensation:** External scholarship required
- **For EU candidates:** Erasmus+ Traineeship or other mobility scholarship schemes
- **Start date:** September/October 2026, by mutual agreement with the chosen candidate
- **Office attire:** Business casual
- **Required Professional Experience:** Previous experience in operations, events, travel coordination, Erasmus+, hospitality, or project management is considered an asset but not mandatory

What will this position entail?

EuCA is looking for a proactive and organized Operations & International Mobility Trainee to support the coordination and implementation of international educational initiatives, study visits, and EU-funded projects (Erasmus+, CERV, European Solidarity Corps).

The selected candidate will work closely with the International Student Mobility Team and support the operational, logistical, administrative, and communication management of international projects and mobility activities in multicultural environments.

This role offers a dynamic and international working environment, with opportunities to collaborate with students, universities, institutions, and partners from across Europe. The main tasks for this role will include:



- Supporting the Project Coordinator in the preparation and coordination of project agendas, schedules, and operational timelines;
- Managing travel and accommodation arrangements for participants, facilitators, and staff;
- Assisting with logistics and on-site coordination during international activities, conferences, and study visits;
- Preparing participant documentation, infopacks, certificates, and travel information;
- Maintaining participant databases and tracking systems to ensure accurate project monitoring;
- Supporting communication with students, universities, partners, suppliers, and external stakeholders;
- Assisting with reporting activities and post-event evaluations;
- Monitoring project deliverables and deadlines in compliance with EU-funded project requirements;
- Supporting administrative and operational tasks related to international mobility activities;
- Contributing to the improvement of participant experience and the smooth implementation of educational initiatives.

Candidate Profile

We are looking for a proactive and motivated person who is willing to challenge themselves, take ownership of assigned tasks, and contribute positively to the team atmosphere.

Although the office environment is in-person — either in Rome or Brussels — the Project Coordinator works remotely. For this reason, the role requires strong interpersonal and communication skills, including the ability to collaborate effectively through online platforms and remote coordination tools.

This role is ideal for candidates interested in project management, operations coordination, international education, mobility programmes, and international experiences.

Candidates with backgrounds in Project Management, International Relations, Tourism, Education, Business Administration, Communication, or related fields are encouraged to apply.



Required Skills

- Strong English communication skills (written and spoken);
- Good digital and organizational skills;
- Familiarity with tools such as Google Workspace, Canva, Zoom, Slack, Excel, and PowerPoint;
- Ability to manage multiple tasks simultaneously and work in dynamic international environments;
- Strong attention to detail and problem-solving skills;
- Interest in Erasmus+, international education, and youth mobility initiatives;
- Positive attitude, flexibility, adaptability, and willingness to learn;
- Ability to work independently while collaborating effectively within an international team.

What we offer

- Hands-on experience in international educational projects and EU-funded initiatives;
- Opportunity to work in a multicultural and international environment;
- Mentorship and professional development within the field of international education;
- Participation in trainings, study visits, and international activities;
- Opportunity to contribute creatively to impactful educational experiences for students across Europe.

Financial compensation & Scholarship

This internship is intended as a curricular traineeship and may be carried out through Erasmus+ Traineeship scholarships or other international mobility funding opportunities.

For this reason, EuCA can only host candidates who already have — or are able to secure — a scholarship or external financial support for the duration of the internship.

Although the internship itself is not financially compensated directly by EuCA, the organization regularly collaborates with universities, chambers of commerce, colleges, and mobility programmes that offer scholarships and funding opportunities for international traineeships abroad, including Erasmus+ Traineeship schemes.



In the interest of transparency, we would like to clarify that EuCA is not able to accept candidates who do not have confirmed financial support before the start of the traineeship.

Application Procedure

To apply, please send an email to jjjaque@euca.eu with the following:

- CV in English (PDF, max. 1 page);
- Short cover letter explaining your motivation and what you can bring to the team;
- Recommendation letter (if available).

Subject line: "Application – Operations & International Mobility Trainee – [Your First and Last Name]"

The selection process will be the following:

Application Review → Pre-selection → Online Interview with the Project Coordinator → Selection / Non-selection.

Only shortlisted candidates will be contacted for an interview. **The deadline for applications is 22 June 2026.** Please note that applications will be reviewed on a rolling basis, and the position may be filled before the deadline.

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 about Euca, please send an email to: info@euca.eu