ERASMUS+ INTERNSHIP: Project Assistant Intern

Academia College of Short Cycle Higher Education, located in Maribor, Slovenia is a private institution that offers specialized short-cycle programs in economics, media production, engineering, and computer science. The programs are designed to provide practical skills and knowledge for today's industries. Academia ensures students receive a quality education that directly applies to their chosen fields.

Position Summary:

As an International Erasmus+ Project Assistant Intern, you will support Academia's International office in planning, developing, and implementing projects within the Erasmus+ program, contributing to their objectives and developing diverse tasks. You will also effectively monitor and present project updates to relevant institutions, organizations, or project team members.

Key Responsibilities:

- Gaining knowledge about the different Erasmus+ actions.
- Setting and following up on project timelines.
- Conducting research, proposing project strategies, defining and reviewing tasks as well as creating and reviewing deliverables.
- Updating and supporting team members on the creation progress of projects.
- Participating in functional working groups and relevant meetings.
- Developing and reviewing communications and their related content, supporting management in identifying potential collaborators, and conducting outreach.
- Coordinating with management and team members in support of events, meetings, and activities organized.

This internship will give you:

- Hands-on mastery of Erasmus+ program actions and procedures.
- Full-cycle experience in project planning, research, and delivery.
- Advanced skills in managing complex timelines and priorities.
- Global outreach experience through international partner collaboration.
- Professional growth in creating high-level project communications.
- Event management skills from organizing meetings and activities.
- Strategic insight into developing institutional project strategies.

Required Skills & Attributes:

- Good time management & organizational skills.
- Exceptional creativity and innovation skills.
- Ability to balance priorities, multitask & take own initiative.
- Currently enrolled or has completed a master's degree at a university or in the final year of a bachelor's degree or a Ph.D. student.
- Concise and insightful communication style.
- Excellent collaboration and teamwork skills.
- Proficient in English, both written and spoken, additional languages are a plus.