

BRUSSELS, APRIL 2021

Student placement: Policy support

Name of organisation	DIGITALEUROPE
Brief description of the organisation	<p>DIGITALEUROPE is the leading trade association representing digitally transforming industries in Europe.</p> <p>We stand for a regulatory environment that enables European businesses and citizens to prosper from digital technologies. We wish Europe to grow, attract and sustain the world's best digital talents and technology companies.</p> <p>Together with our members, we shape the industry policy positions on all relevant legislative matters and contribute to the development and implementation of relevant EU policies. Our membership represents over 35,000 businesses who operate and invest in Europe. It includes 78 corporations which are global leaders in their field of activity, as well as 39 national trade associations from across Europe.</p>
Website	www.digitaleurope.org
Placement job title	Policy Support student placement
Placement job description, e.g. the student's responsibilities whilst on placement	<ul style="list-style-type: none"> • Support the Policy team with day-to-day activities across different policy groups (sustainability, trade, digital transformation, commerce etc). • Support the organisation of events, meetings, agendas, and presentations. • Drafting reports and preparing summaries. • Conducting desk research on various topics. • Communication with members and external stakeholders. • Attend internal and external meetings, draft minutes. • Monitor EU policy developments. • Support in the development of DIGITALEUROPE policy papers.
Details of training and supervision	You will join a growing and dynamic team of 30 and will get hands-on training by staff. Your work will be supervised by Policy Managers. We follow the Government's Covid-19 rules which means that in periods working from home might apply.

DIGITALEUROPE

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EU Transparency Register: 64270747023-20

	This can be done from anywhere as long as proper internet connection and a home office environment exists.
Opportunities for the student to practice the foreign language skills	Working language is English but plenty of opportunity to practice French and other languages spoken in the multicultural Brussels environment
Placement Dates and Duration	The placement is foreseen for 10-12 months, starting 1 September 2021 (flexible). The exact duration can be coordinated on an individual basis, in agreement with the sending university.
Nationality restrictions or visa requirements if outside of the EU	Only EU nationals or students who have the necessary paperwork in place to legally take a placement in Belgium will be considered.
Remuneration	Paid internship (in addition to any possible funding received from your sending university).
Type of placement student you'd like to recruit	<ul style="list-style-type: none"> • A student enrolled in a Social studies programme with strong analytical skills and key interest in politics and communications. • You are very organised, have a natural sense of structure and time estimation. • You are hands-on, highly motivated, friendly and approachable. • You are prepared to work flexible and undertake additional duties. • You can schedule your own workload and achieve targets and deadlines. • You have good editing and proof-reading skills. • You have strong analytical skills, attention to detail and a results-driven mindset. • You can conduct desk research and contribute information to policy papers. • You will be enrolled in a university for the entire duration of your placement.
How to apply for the placement	Fill in your application for the 'Policy intern' position, including a CV and cover letter, to the attention of Milda Basiulyte via this link
Deadline for applications	17 May 2021
Recruitment process	If high volume of applications received, only short-listed candidates will be contacted for interviews online, expected to occur during the month of April-June via MS Teams. Second interviews to potentially include a task.

About DIGITALEUROPE

DIGITALEUROPE represents the digital technology industry in Europe. Our members include some of the world's largest IT, telecoms and consumer electronics companies and national associations from every part of Europe. DIGITALEUROPE wants European businesses and citizens to benefit fully from digital technologies and for Europe to grow, attract and sustain the world's best digital technology companies. DIGITALEUROPE ensures industry participation in the development and implementation of EU policies.

DIGITALEUROPE Membership

Corporate Members

Accenture, Airbus, Amazon, AMD, Apple, Arçelik, Atos, Autodesk, Bayer, Bidao, Bosch, Bose, Bristol-Myers Squibb, Brother, Canon, Cisco, DATEV, Dell, Dropbox, Eli Lilly and Company, Epson, Ericsson, Facebook, Fujitsu, GlaxoSmithKline, Google, Graphcore, Hewlett Packard Enterprise, Hitachi, HP Inc., HSBC, Huawei, Intel, Johnson & Johnson, JVC Kenwood Group, Konica Minolta, Kyocera, Lenovo, Lexmark, LG Electronics, Mastercard, Microsoft, Mitsubishi Electric Europe, Motorola Solutions, MSD Europe Inc., NEC, NetApp, Nokia, Nvidia Ltd., Oki, OPPO, Oracle, Palo Alto Networks, Panasonic Europe, Philips, Pioneer, Qualcomm, Red Hat, Ricoh, Roche, Rockwell Automation, Samsung, SAP, SAS, Schneider Electric, Sharp Electronics, Siemens, Siemens Healthineers, Sony, Swatch Group, Technicolor, Texas Instruments, Toshiba, TP Vision, UnitedHealth Group, Visa, VMware, Workday, Xerox.

National Trade Associations

Austria: IOÖ

Belarus: INFOPARK

Belgium: AGORIA

Croatia: Croatian Chamber of Economy

Cyprus: CITEA

Denmark: DI Digital, IT BRANCHEN, Dansk Erhverv

Estonia: ITL

Finland: TIF

France: AFNUM, SECIMAVI, Syntec Numérique, Tech in France

Germany: BITKOM, ZVEI

Greece: SEPE

Hungary: IVSZ

Ireland: Technology Ireland

Italy: Anitec-Assinform

Lithuania: INFOBALT

Luxembourg: APSI

Netherlands: NLdigital, FIAR

Norway: Abelia

Poland: KIGEIT, PIIT, ZIPSEE

Portugal: AGEFE

Romania: ANIS

Slovakia: ITAS

Slovenia: ICT Association of Slovenia at CCIS

Spain: AMETIC

Sweden: Teknikföretagen, IT&Telekomföretagen

Switzerland: SWICO

Turkey: Digital Turkey Platform, ECID

United Kingdom: techUK