**Student placement: Policy support**

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>DIGITALEUROPE AISBL</th>
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<td>Brief description of the organisation</td>
<td>DIGITALEUROPE is the leading trade association representing digitally transforming industries in Europe. 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. 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 36,000 businesses who operate and invest in Europe. It includes 91 corporations which are global leaders in their field of activity, as well as 39 national trade associations from across Europe.</td>
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<th>Website</th>
<th><a href="http://www.digitaleurope.org">www.digitaleurope.org</a></th>
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<tbody>
<tr>
<td>Placement job title</td>
<td>Policy support student placement</td>
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| Placement job description, e.g. the student’s responsibilities whilst on placement | • 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. |
**Details of training and supervision**
You will join a growing and dynamic team of 40 and will get hands-on training by staff. Your work will be supervised by Policy Managers. We follow the Government’s COVID rules, which means that periods of working from home might apply.

**Opportunities for the student to practice the foreign language skills**
The working language is English, but there are plenty of opportunities to practice French and other languages spoken in the multicultural Brussels environment.

**Placement Dates and Duration**
From 1 September (flexible) for 11 months.

**Nationality restrictions or visa requirements if outside of the EU**
Only EU/EEA 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**
- A student enrolled in an undergraduate or masters programme (typically in EU affairs, politics, international relations or law) 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 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.

**How to apply for the placement**
Send your application titled ‘Placement position – Policy support’ to the attention of Hugh Kirk via this link.

**Deadline for applications**
13 April 2022.

**Recruitment process**
Short listed candidates will be interviewed during March and April via MS Teams. Second interviews to potentially include a task.
DIGITALEUROPE Membership

Corporate Members


National Trade Associations

**Austria:** IOÖ  
**Belgium:** AGORIA  
**Croatia:** Croatian Chamber of Economy  
**Cyprus:** CITEA  
**Czech Republic:** AAVIT  
**Denmark:** DI Digital, IT BRANCHEN, Dansk Erhverv  
**Estonia:** ITL  
**Finland:** TIF  
**France:** AFNUM, SECIMAVI, numeum  
**Germany:** bitkom, ZVEI  
**Greece:** SEPE  
**Hungary:** IVSZ  
**Ireland:** Technology Ireland  
**Italy:** Anitec-Assinform  
**Lithuania:** Infobalt  
**Luxembourg:** APSI  
**Moldova:** ATIC  
**Netherlands:** NLdigital, FIAR  
**Norway:** Abelia  
**Poland:** KIGEiT, PIIT, ZIPSEE  
**Portugal:** AGEEF  
**Romania:** ANIS  
**Slovakia:** ITAS  
**Slovenia:** ICT Association of Slovenia at CCIS  
**Spain:** AMETIC  
**Sweden:** TechSverige, Teknikföretagen  
**Switzerland:** SWICO  
**Turkey:** Digital Turkey Platform, ECID  
**United Kingdom:** techUK