BRUSSELS, Feb 2022

Student placement: Digital skills projects

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>DIGITALEUROPE AISBL</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Website</th>
<th><a href="http://www.digitaleurope.org">www.digitaleurope.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement job title</td>
<td>Projects Support student placement</td>
</tr>
</tbody>
</table>
| Placement job description, e.g. the student’s responsibilities whilst on placement | • Overall support to the Projects team with project communication, stakeholder engagement, research and administration.  
• Organisation of events, meetings, agendas, and presentations.  
• Drafting reports and newsletter articles.  
• Conducting desk research on topics related to digital skills, education and other topics related to projects.  
• Support administration with timesheets and other administrative documents, task management and budget updates.  
• Communicate with consortium members on project related tasks. |
| 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 a Project Manager supported by the full project team. 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 2022 (flexible) for 11 months |
| 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 | - Business administration, Communications or Political Science student with strong interest in administration, project management and communications skills.  
- 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 on digital skills and jobs. |
| How to apply for the placement | Send your application titled ‘Placement position – Projects’ to the attention of Helena Lovegrove via this [link](#). |
| Deadline for applications | 20 April 2022 |
| Recruitment process | Short listed candidates will be interviewed during March and April 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


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: AGEFE
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