

BRUSSELS, APRIL 2021

# Student placement: Digital skills projects support

Name of organisation	DIGITALEUROPE
Brief description of the company/school	<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	<a href="http://www.digitaleurope.org">www.digitaleurope.org</a>
Placement job title	Digital Skills Projects Support student placement
Placement job description, e.g. the student's responsibilities whilst on placement	<ul style="list-style-type: none"> <li>• Overall support to the Projects team with project communication, stakeholder engagement, research and administration.</li> <li>• Organisation of events, meetings, agendas, and presentations.</li> <li>• Drafting reports and newsletter articles.</li> <li>• Conducting desk research on topics related to digital skills and education.</li> <li>• Support administration with timesheets and other administrative documents, task management and budget updates.</li> <li>• Communicate with consortium members on project related tasks.</li> <li>• Execute social media tasks.</li> </ul>
Placement supervisor	Project Manager

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## DIGITALEUROPE

Rue de la Science, 14A, B-1040 Brussels  
T.+32 (0) 2 609 53 10 / [www.digitaleurope.org](http://www.digitaleurope.org) / [@DIGITALEUROPE](https://twitter.com/DIGITALEUROPE)  
EU Transparency Register: 64270747023-20

Details of training and supervision	You will join a growing and dynamic team of some 30 people and will get hands-on training by staff. Your work will be supervised by the Project Managers supported by the full project team. We follow the Government's Covid-19 rules which means that in periods working from home might apply. 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 this multicultural 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	<ul style="list-style-type: none"> <li>• Business administration, Communications or Political Science student with strong interest in administration, project management and communications skills.</li> <li>• You are organised, have a natural sense of structure and time estimation.</li> <li>• You are hands-on, highly motivated, friendly, and approachable.</li> <li>• You are prepared to work flexibly and undertake additional duties.</li> <li>• You can schedule your own workload and achieve targets and deadlines.</li> <li>• You have good editing and proof-reading skills.</li> <li>• You have strong analytical skills, attention to detail and a results-driven mindset.</li> <li>• You can conduct desk research and contribute information to policy papers on digital skills and jobs.</li> <li>• You will be <b>enrolled in a university</b> for the entire duration of your placement.</li> </ul>
How to apply for the placement	Fill in your application for the 'Projects intern' position, including a CV and cover letter, to the attention of Helena Lovegrove <a href="#">via this link</a>
Deadline for applications	17 May 2021
Recruitment process	If high volume of applications received, only short-listed candidates will be contacted for online interviews, expected to occur during the month of April-June via MS Teams. Second interviews to include a task and potential face to face meeting (travel paid for).

## 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