



ACEEU

ACCREDITATION COUNCIL
FOR ENTREPRENEURIAL &
ENGAGED UNIVERSITIES



Project & Business Development Trainee

(Start preferably ASAP; The position remains open until filled)

Are you the start-up superhero we are looking for?

We are looking for a superhero who is ready to support us in making ACEEU a business development engine and contribute to innovative international projects. If you care about customer needs and addressing these needs through the development of new products and services drives you, then our internship could be the perfect match!

GET TO KNOW US!

ACEEU was founded to shake up higher education. We believe that universities can and should create greater social, economic and cultural impacts than they do today. This is why we aim to make universities more entrepreneurial and more engaged with society and businesses. Think about your own university. Is your university exploiting its full impact potential? Probably not! And now multiply this potential with more than 10.000 universities and an estimated number of 200 million students around the world. In order to unleash this enormous potential, ACEEU promotes, evaluates and celebrates excellence in entrepreneurship and engagement in higher education.

OUR INDUSTRY SECTOR

Does it sound alien to you to work in the field of higher education? Has your experience so far been rather with companies in manufacturing, fast moving consumer good, IT and alike? And now you wonder if higher education is actually an interesting industry sector? Don't worry. This is normal. Hardly any student is born with an interest to work in higher education or even developed this interest as part of their studies. But what we can tell you is that once you dive into the sector, you will find it super exciting as there are huge opportunities to drive change and make an impact to millions of students.

WHAT WE ARE LOOKING FOR & WHAT YOU CAN EXPECT

We are looking for a mover and shaker, a doer (thinking also helps and is required 😊). If you care about the impact you can make in this world and you are willing to get your hands dirty during an internship, then you fit to us. We don't tell you that you will only be working on super strategic concepts and projects. During the internship you will be facing the reality of a start-up. You will learn a lot and grow a lot. But: not every task will be fun. However, you can be sure that everything we do, we do it to make the impact we strive for.

At ACEEU we challenge quality assurance in higher education (i.e. accreditation) but also the way higher education institutions traditionally work. Join us on this journey!

About the internship

Key tasks

- Implementation (and further development) of ACEEU's international, multi-stakeholder projects in area of digitalisation, sustainability, entrepreneurship and similar
- Supporting the business development process definition and implementation (e.g. lead to client process)
- Supporting the development of new products and services for ACEEU applicants and members
- Driving ACEEU's key initiatives (e.g. the Triple E Awards, www.triple-e-awards.com)
- Supporting the development of funding proposals (if interested)

What we offer

- A true start-up environment in which you do not only learn, but also make a direct impact
- A friendly work environment with flexible working hours
- A challenging position with a high level of independency
- An international working environment (team members from 4 different countries, international clients, international projects)
- 6-month internship with a remuneration of €650 (gross) per month (40-hour work week)
- And most importantly: the ability to contribute to a making a true impact

Applicant profile

- You are preferably still a student, preferably in a need of mandatory internship
- Interest as well as first experiences in project management (e.g. creating surveys, templates, reports, preparing meetings, communicating with partners). Experience in business development is a plus
- Strong coordination / project management skills; ability to keep multiple balls in the air
- Strong interpersonal skills; ability to communicate effectively, both written and verbal; ability to build upon ideas of others
- Fluent in English (company language is English), ability to communicate in an engaging way
- Hands-on (getting things done) mentality; used to work both independent as well as in a team
- Analytical thinking and entrepreneurial mind-set
- No 9-to-5 mentality
- Good command of MS Office; skills in Adobe products (InDesign, Photoshop ...) is a plus
- Applicant should be able to carry out this interview as part of her/his curriculum
- **Existing work permit for Germany or ability to get one**

Practicalities

Start date

The start date can be discussed, preferably ASAP.

Location

Our office is located in Münster's Technology Park (Technologiehof, Mendelstr. 11, 48149 Münster)

How to apply

Please send your 1) **CV, 2) a motivation letter and 3) a video (up to 2 minutes) explaining what value you can bring to ACEEU**

Please send your full application to Adisa Ejubovic, ACEEU Executive Manager: ejubovic@aceeu.org

Only complete applications will be considered.

Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis.

Successful candidates will be invited to a series of interviews.

Due to the high volume of applications, ACEEU regrets that it cannot acknowledge all applications received.



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