Education Officer

(Academic Programmes)

**CONTACT DETAILS**

*Please fill out the contact details below to facilitate communication.*

|  |  |
| --- | --- |
| **Name:** | **Surname(s):** |
| **Nationality/ies:** | **Address:** |
| **Email:** | **Mobile:** |
| **Gender:** | **Mother Tongue/s:** |

**SECTION 1: ELIGIBILITY**

*Please respond to each statement below with only a Yes or No entered in the third column.*

|  |  |  |
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| **ELIGIBILITY** | **STATEMENT** | **CONFIRM** |
| **Nationality:** | Be a national of an EU Member State or an EFTA state[[1]](#footnote-1); or have a work permit to work in Spain. |  |
| **Citizenship Obligations:** | I can provide a certificate of good conduct (confirming the absence of any criminal record). |  |
| **Education:** | * Master’s degree in any relevant area, such as business administration, innovation and entrepreneurship, education, **OR** equivalent training or working experience[[2]](#footnote-2). |  |
| **Languages:** | * Written and spoken English (C1), any other European language is a plus. |  |
| **Sector & Operational experience:** | * 2+ years of working experience in academic degree programme coordination and/or development in a university or business school environment. * 2+ years of working experience in coordinating international, multi-stakeholder projects, preferably in education, preferably at EU-level. |  |

**SECTION 2: COVER LETTER**

*Describe specifically how your experience matches the skills defined in the job description for the* ***Education Officer (Academic Programmes)*** role*. Use examples to illustrate your competencies. This should be no more than 2 pages.*

**SECTION 3: CURRICULUM VITAE**

*Please copy here below in word format your most recent CV limited to 3 pages.*

1. EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement. [↑](#footnote-ref-1)
2. Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. [↑](#footnote-ref-2)