

## Open Call: Web Project Coordinator

The **Erasmus Student Network (ESN)** is the biggest student network in Europe with its international headquarters in Brussels. ESN is present in nearly 500 Higher Education Institutions in 37 countries. ESN has been supporting student mobility since 1989 and conducts transnational surveys and research projects focused on mobility and internationalisation of higher education.

The international headquarters in Brussels are **looking for a Web Project Coordinator starting in November 2015**. The person will be in charge of the implementation and coordination of a web project focusing on opportunities for mobility and general accessibility for persons with disabilities financed by the European Commission's Erasmus+ KA2 funding.

The aim of the project is to create a **unique online platform** providing the necessary information that will enhance the participation of students with disabilities in the Erasmus+ program project. The project consists of the following:

1. A research on the different grants and extra funding available for persons with disabilities in EU countries;
2. Revising questionnaires for accessibility mapping while in constant contact with experts in the field of disabilities for quality assurance;
3. Collecting the information on a fully accessible web platform.

### *Term and conditions*

- Full time position
- One year contract from November 2015 to November 2016
- Salary - €2100 Brut / month
- Transport costs in Brussels are covered
- Casual, friendly work environment

### *Required skills and experience*

- Academic degree
- Knowledge of project management techniques and methods
- Knowledge of research methodologies
- Proficient in Web and interface design

- Proficient in Web accessibility design (W3C standards)
- Background in web and communication project management
- Comfortable working in a multicultural environment
- Flexibility with working hours
- Quick-learner with structured way of working
- Very good knowledge of written English
- Ability to collaborate with graphic designers and to implement the communication needs into the functionality of the website
- Very good knowledge of the Office Package (Word, Excel, PowerPoint...)

### *Main tasks and responsibilities*

- Coordinating the implementation and project deliverables
- Assist the Web Developer on the design of the online platform
- Prepare and manage project schedules and staff resources based on project scope and requirements
- Assess project requirements together with project teams
- Lead regular project status meetings both internally and externally with associate partners
- Proactively identify, communicate, and resolve potential project risks and issues
- Contribute to the continuous improvement of practices and processes
- Produce detailed project documentation and specifications
- Manage budgets and tracking project progress

### *Highly valued*

- Experience in a European network
- Previous experience with volunteers of different nationalities
- Knowledge of ESN' projects and education policies at European level are a plus

To apply, please send a motivation letter and CV to [applications@esn.org](mailto:applications@esn.org) by **Sunday 18 October 2015 23:59 CET**. Interviews (via Skype) will be conducted as soon as we find potential applicants. Please use the subject line **"Web Project Coordinator"**.

Please don't hesitate to contact us if you have any additional questions regarding the position. For more information on our IT projects please visit our website [www.esn.org](http://www.esn.org).