



## Intern at the Trans European Policy Studies Association Brussels

### What is TEPSA?

The Trans European Policy Studies Association is a dynamic, independent research network comprising 32 leading research institutes in the field of European affairs throughout Europe, managed by an office in Brussels. TEPSA's aim is to provide high quality research on European integration in order to stimulate discussion on policies and political options for Europe, and to analyze, assess and advice on current EU topics. These goals are achieved by interaction between the European and national institutions as well as with the academic and research community, focusing especially on the areas of 'deepening' and 'widening' of the European Union. For further details, see our website: [www.tepsa.be](http://www.tepsa.be)

### Job Description

TEPSA is seeking an intern to work at its Brussels headquarters from September 2010 for three/four months. The internship would suit a candidate with a recent degree in European Studies, political science, or public administration, or a candidate in the late stage of his/her studies. TEPSA offers a payment of € 500 per month.

### Tasks

- Organisation of conferences and other activities
- Contact with the European institutions, including the European Parliament and the European Commission
- Attending meetings with/on behalf of the Trans European Policy Studies Association
- Providing assistance in editing reports, newsletters and publications
- Preparation for TEPSA Pre-presidency Conferences
- Contact with organisations of civil society
- Assistance in website management/ general administration

He/She will contribute to the overall coordination and implementation of TEPSA activities.

### Requirements

- Fluent in English, proficient in French, other languages an asset
- Good communication and writing skills (both English and French)
- Recently completed or enrolled in a degree in European studies, communications sciences, political science, public administration or similar
- Good organisational skills
- Good knowledge of the internal workings of the EU institutions and decision making processes
- Possession of an EU passport, or other means of working in Belgium

Please e-mail your letter of motivation and CV to Mirte van den Berge (Mirte.vandenberge@tepsa.be) by **23 July 2010**.

For more information, please visit our website [www.tepsa.be](http://www.tepsa.be)