WORKING ENVIRONMENT AND CONTEXT

HOSTING STRUCTURE

Located in the heart of Paris, **Université PSL (Paris Sciences & Lettres)** brings together excellence and diversity across all fields of knowledge and creation, including natural sciences, engineering, social sciences, economics, humanities and the arts. With over 17,000 students and 4,500 faculty and researchers, PSL ranks among the world's leading universities while favouring agility and excellence over size.

A recipient of the French *Investments for the Future* programme, PSL brings together nine member institutions, three national research organisations and several associate institutions, all committed to providing their communities with outstanding opportunities in education, research, innovation and national and international academic and industrial partnerships.

Home to **27 Nobel Prize laureates, 10 Fields Medallists, 3 Abel Prize winners, 44 César Awards and 75 Molière Awards**, PSL benefits from an exceptional academic environment. Its community draws on the expertise of **181 research laboratories** to develop ambitious, innovative and genuinely interdisciplinary projects that enrich its education and research programmes.

PSL Member Institutions : Chimie ParisTech, École nationale des chartes, École normale supérieure (ENS), École Pratique des Hautes Études (EPHE), ESPCI Paris, Institut Curie, MINES Paris – PSL, Observatoire de Paris, Université Paris-Dauphine.

Associate institutions: Collège de France, Conservatoire national supérieur d'Art dramatique, Conservatoire national supérieur de Musique et de Danse de Paris, École des hautes études en sciences sociales (EHESS), École française d'Extrême-Orient (EFEO), École nationale supérieure des Arts Décoratifs (ENSAD), Beaux-Arts de Paris, IBPC–Fondation Edmond de Rothschild, Institut Louis Bachelier and La Fémis.

Supported by **CNRS, Inserm and Inria.**

For more information: **www.psl.eu**

The **International Relations Department** is responsible for implementing PSL's international strategy. It provides expertise in the development of strategic partnerships with higher education institutions worldwide.

Position Context – The EELISA European University:

PSL is a founding member of **EELISA (European Engineering Learning Innovation and Science Alliance)**, an alliance of ten higher education institutions across eight European countries.

The European Universities Initiative aims to strengthen an innovative, globally competitive and attractive European Education Area, in close synergy with the European Research Area and the European Higher Education Area. It seeks to transform institutional cooperation between universities, enabling them to adapt to changing conditions, foster resilience and contribute to Europe's long-term development.

More broadly, the European Strategy for Universities pursues four common objectives:

- **Strengthening the European dimension of higher education and research;**
- **Reinforcing universities as guardians of European values;**
- **Enhancing universities' role as key actors in the green and digital transitions;**
- **Strengthening universities as drivers of Europe's global leadership.**

As part of the mandate of the **EELISA Vice-President for Academic Affairs**, the Project Officer provides strategic, organisational and operational support to ensure the implementation of the Alliance's academic priorities.

Based in Paris within PSL's International Relations Department, the successful candidate reports functionally to the **Vice-President for Academic Affairs** and works closely with:

- **the EELISA Executive Office based in Madrid;**
- **the academic representatives of the Alliance's member institutions;**
- **the leaders of the Alliance's various Work Packages;**
- **PSL's EELISA Coordinator;**
- **the teams of PSL's International Relations Department;**
- **the academic leadership of PSL's member institutions.**

MISSIONS

MAIN TASKS

Strategic Support and Policy Development

- **Prepare analytical notes, briefings, presentations and decision-making documents for the Executive Vice-President and the Alliance's academic governance bodies.**
- **Monitor European higher education, research and innovation policies and identify strategic opportunities, challenges and risks for the Alliance.**
- **Contribute to the development and implementation of EELISA's academic strategy.**

Academic Governance Coordination

- **Prepare, organise and follow up meetings and activities within the Executive Vice-President's portfolio, particularly those of the Academic and Scientific Committee.**
- **Coordinate exchanges with academic representatives from member institutions, the EELISA Central Office and the EELISA Local Offices.**
- **Monitor decisions, commitments and action plans adopted by the Alliance's academic bodies.**

Academic Development and Institutional Relations

- **Contribute to discussions on the evolution of the Alliance's academic offer, student mobility, academic recognition and the development of the European Degree.**
- **Participate in exchanges with academic and institutional partners and support the organisation of strategic academic events.**
- **Represent the Executive Vice-President at selected meetings and working groups when required.**
- **Produce reports, monitoring documents and other deliverables supporting the Executive Vice-President's mandate.**

APPLICANT PROFILE

OPERATIONAL KNOWLEDGE

- **Excellent analytical, synthesis and writing skills.**
- **Ability to prepare strategic briefings and decision-support documents.**
- **Experience in coordinating and monitoring multi-partner projects in an international environment.**
- **Ability to facilitate meetings, working groups and stakeholder networks.**
- **Confidence in working with senior academic leaders and institutional stakeholders.**
- **Strong organisational skills, autonomy, attention to detail and ability to meet deadlines.**

Excellent interpersonal skills, diplomacy and initiative.

DIGITAL QUALIFICATIONS

- **Proficiency in Microsoft Office (or equivalent).**
- **Proficiency in collaborative and document management tools such as Microsoft Teams and SharePoint (or equivalent).**

LANGUAGE SKILLS

- **Excellent written and spoken English and French**
- **Knowledge of an additional European language would be an asset**

DIPLÔME ET EXPÉRIENCE PROFESSIONNELLE

- **PhD required**
- **Research experience in an international environment.**
- **Good knowledge of the European higher education and research landscape.**
- **Experience with European projects, a European Universities Alliance or an international university network would be considered an asset.**
- **Strong interest in European higher education, research and innovation policies.**

NON DISCRIMINATION, OUVERTURE ET TRANSPARENCE

L'Université PSL s'engage à soutenir et promouvoir l'égalité, la diversité et l'inclusion au sein de ses communautés. Nous encourageons les candidatures issues de profils variés, que nous veillerons à sélectionner via un processus de recrutement ouvert et transparent.

APPLICATION PROCESS

- **Resume and cover letter**

CONTACT

mz00ztog505k@emploi.beetween.com

OTHER INFORMATION

Type de contrat / de poste : **Half-time fixed term contract**
Durée du contrat : **12 months**

Position open to BOEs	Reference
	mz00ztog50

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Université PSL (Paris Sciences & Lettres)


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