Student job «Project Management Support» (min. 40%)

We are looking for two students to support our project management and communication team in Zurich, starting immediately or by agreement.

Company

accelopment Schweiz AG supports researchers and technology-oriented companies in their participation in publicly funded, non-for-profit research and development (R&D) and innovation projects. Our small multi-disciplinary team is specialised in EU funding schemes, especially Horizon 2020 and the new Horizon Europe framework programme. Our services stretch from funding advice, proposal writing, contract negotiations with the European Commission to project management and communications, as well as the dissemination and exploitation of project results. We offer flexible working hours to our student employees, also during examination periods.

Responsibilities

- Support in the preparation of multidisciplinary grant applications for EU funding
- Support in the management of our EU-funded research and innovation projects
- Collaboration and communication with our many project partners from academia and industry from all over Europe
- Set up and collection of information based on desktop research and other sources
- Implementation of general administrative tasks

Requirements

- English or German mother tongue and proficiency level of the respective other language
- Excellent MS Office user skills, skills in web-based tools are an advantage
- Interest in technology-driven research and innovation topics
- High quality awareness and initiative are required
- Pleasure in independent, meaningful and flexible work
- At least 2 remaining years of studying (end of Bachelor/beginning of Master)

Start

Immediately or by agreement

Documents

We look forward to receiving your complete electronic application, including motivation letter and CV, at zurich@accelopment.com. Unfortunately, we cannot respond to applicants who do not fulfil these requirements.

Contact

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