

Administrative assistant

Part time free-lance, 8 hours a week initially

Located near Brussels area but working predominantly online

UNICollaboration (www.unicollaboration.org) is a cross-disciplinary professional organisation for telecollaboration and virtual exchange in Higher Education. UNICollaboration promotes the development and integration of research and practice in virtual exchange across disciplines in higher education and is engaged in awareness raising of virtual exchange at institutional and policy making level. UNICollaboration offers customised training for institutions, organisations and individuals, and takes part in European and other international projects.

UNICollaboration is looking for an administrative assistant to support the management board and project/office manager in their work. As an administrative assistant you will have the following responsibilities:

Secretariat

- Setting up, attending and taking minutes of meetings (monthly) with management board
- Setting up, attending and taking minutes of meetings of General Council (twice a year) and taking minutes
- checking the info@ and secretary@ account - and responding to information requests
- Managing membership (registrations will be done online), keeping member database updated
- Organising templates and folders in Google Drive
- Keeping track and preparing annual report of activities (training, webinars, EC projects)
- Assist in the development of new administrative and accounting processes
- Assisting the board with other related duties and projects

Finances

- preparing quotes and invoices and updating invoice tracker (with a knowledge about VAT)
- making monthly payments online (to collaborators and service providers);
- keeping contacts with the bank
- book-keeping including update of budget file
- managing paypal account and other systems for (online) payments
- keeping track of project finances
- liaising with the Management Board and with Axyom for the budget and any other additional issues

Requested Qualifications

- At least 2 years' experience of administrative or organisational work
- preferably a university degree;
- excellent English level (oral and written) and French
- good basic knowledge of accounting and booking;
- proficiency in the use of Google Drive (docs, forms, spreadsheets); web meeting tools (Zoom); polling & meeting organisation tools (Doodle);
- strong communication and interpersonal skills and the ability to build and maintain relationships in an online working environment;
- flexibility and reliability;
- Ability to handle tight schedules and work under own initiative as well as within a team.
- Excellent organizational skills

DESIRABLE

The following would be considered an advantage:

- An interest in online and international education
- Experience of European projects

How to apply

Requests for information and applications should be sent to UNICollaboration by **7 November 2022** at the latest, via email to our project manager/transition coordinator Sara Pittarello, sara.pittarello@unicollaboration.org.