

The Academic Cooperation Association (ACA) currently seeks an office manager for its Secretariat in Brussels

About ACA

The Academic Cooperation Association is a dynamic think tank in the area of international cooperation in higher education. Since 1993, ACA has worked to promote innovation and internationalisation of European higher education in collaboration with its pan-European network of member organisations, each responsible in their respective countries for supporting internationalisation in education and training. ACA also maintains a global perspective through its affiliate members in other parts of the world.

ACA's activities include research and analysis, evaluations, consultancy for private and public bodies, advocacy, publications, and much more. The Academic Cooperation Association is a not-for-profit organisation whose Secretariat is located in Brussels—a privileged position to create and maintain close working relations to the European institutions and the world beyond.

Job description

The office manager is responsible for the internal organisation of the Secretariat (a 6-person office that is comprised of a director, deputy director, two policy officers, the office manager and a stagiaire) AND plays a key role in supporting the Association's events throughout the year.

Specifically, office manager's work includes:

- § **Supporting the Secretariat's projects and events**
 - Supporting marketing initiatives and managing enrolment for ACA events
 - Attending ACA events (in Belgium and abroad) to provide on-site support
 - Organising logistics for travel, meetings, seminars and conferences (in Belgium and abroad)
 - Assisting in the production of tender documents
- § **Facilitating effective external communication**
 - Updating the ACA website and backend
 - Proofreading and revising ACA publications
 - Managing the ACA Newsletter subscriptions
 - Interacting with ACA members, as well as representatives from a range of European institutions and international organisations involved in international education
- § **Overseeing a wide range of practical administrative issues**
 - Responding to enquiries via telephone, e-mail and fax
 - Opening and distributing daily mail
 - Dispatching mail, faxes and other communications
 - Attending to basic personnel matters (such as payroll and contracts)
 - Creating and formatting documents using various software programmes
 - Monitoring stocks of office supplies and purchasing supplies as needed
 - Organising the maintenance of office equipment
 - Basic book-keeping and preparation of invoices and other documents for the accountant
 - Filing and recordkeeping

Requirements

- § Good organisational skills; ability to prioritise, work within deadlines and perform under pressure
- § Good communication and interpersonal skills
- § Languages: Fluency in English. Good knowledge of Dutch and/or French required. Any other languages are an asset
- § Good knowledge of software packages: MS Office (Word, Excel, PowerPoint, Outlook, Frontpage) and Internet Explorer. Knowledge of Winbooks is an asset
- § Interest in international education and European affairs
- § Basic knowledge of accounting
- § At least 3 years of experience in an international environment

Benefits

- § A full-time position in a nice office environment
- § Good salary and other benefits (including meal tickets)
- § Possibilities for some international travel

Instructions for applicants

Please send:

- § a letter of interest
- § resumé
- § name and contact information of 2 references

All applications must be sent in **English**.

Via post or email to:

Laura Rumbley
Deputy Director
Academic Cooperation Association
15 rue d'Egmont / Egmontstraat
B-1000 Brussels, Belgium
Email: laura.rumbley@aca-secretariat.be

Deadline

Application materials should reach ACA no later than **2 August 2010**.

Preferred start date for selected candidate is **1 October 2010**.