

# ITEA Programme Support Assistant

8-16 hrs / week

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ITEA is a European research programme supporting and stimulating international R&D projects on software innovation. ITEA helps project consortia to find the right partners for their innovative research projects. Besides that, ITEA monitors ITEA projects and maintains a good relation with the national public authorities, who are responsible for providing the funding in the different countries supporting ITEA.

The ITEA Programme is facilitated by the ITEA Office that consist of an international team of 12 employees. To strengthen our team, we are looking for a Programme Support Assistant (8/16 hrs per week) with a strong hands-on mentality, able to works well in a team but also individually. The office is located at the High Tech Campus and the main language is English.

## Tasks

You will work closely together with the Programme Coordinator and the Programme support officer. As a Programme support assistant, you will often be in contact with the international project consortia.

### Your tasks will, amongst other, entail:

- Entering and maintaining project data (project planning, project budgets, partner data, contact data) of the ITEA R&D projects
- Processing and follow up of Change Requests (project updates)
- Processing of project documents in our database (incl. the layout in HTML)
- Supporting the invoicing of the project contribution

Furthermore, you will occasionally support other ITEA Office activities:

- Preparing events
- Support in introducing process improvements

### Job requirements

- You have the ability to contribute at a higher educational level / HBO-level (students are welcome to apply too)
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint, ....)
- You can handle web applications and HTML very well, and you acquire new functionalities quickly
- Good command of the English language
- Good command of the Dutch language is preferred
- Affinity with ICT / Technical subjects is preferred
- Affinity with DTP (InDesign and Photoshop) is preferred

### Contact information

Interested in the position of ITEA Programme Support assistant? Send your resume and motivation letter to Linda van den Borne at [info@itea3.org](mailto:info@itea3.org).

Acquisition by recruitment agencies, in response to this vacancy, is not appreciated.