

## “INTERN – Economic Policy and Jobs & Skills units”

### About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 world’s best think tanks. CEPS’ distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS’ funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

### Role

The Economic Policy and the Jobs & Skills units are looking for students with a strong quantitative background who are about to complete a Master in economics, political sciences or equivalent, to support their research activities. As a member of the team, the selected candidate will conduct research on several policy issues (e.g. future of work, social inclusion), and have the opportunity to collaborate to different research projects and participate in meetings with funding organisations.

### Main tasks

- Data collection, cleaning and visualisation
- Analysing survey responses and follow-up with respondents
- Summarise findings in written form
- Assist in organising seminars, workshops and other meetings

### Your background and profile

- Experience in working with both quantitative and qualitative data
- Experience in managing large datasets
- Extensive knowledge of Excel, and good knowledge of statistical programmes (e.g. STATA, R)
- Knowledge of interactive data visualisation software is a plus
- Excellent command of English, both orally and in writing. Excellent knowledge of another EU official language is a plus
- Able to work in a research team and open to giving and receiving feedback
- Able to respect deadlines and prioritise tasks

## What CEPS can offer

We offer a full-time internship for 3 to 6 months. The selected candidate will receive an expense reimbursement upon receipt of justifying documents during the internship. This position will give you the opportunity to gain the valuable skills, training and experience that would potentially allow you to take on the role of Research Assistant or beyond.

## Application

You must first fill in the application form at this link: <https://forms.gle/a4o7XAihhgD3X7Uy5>

After submitting the application form, please send a one-page letter of motivation and a curriculum vitae listing your publications and specifying your role in previous research projects/topics to [internship.epu-js@ceps.eu](mailto:internship.epu-js@ceps.eu) with 'Intern – EPU and Jobs&Skills' in the subject line.

## Conditions

Only students enrolled at a university during the internship period are eligible.

Due to the COVID-19 situation, home-based internships are possible.