

## Student job: EUTOPIA Week Welcome Host

### ABOUT EUTOPIA

EUTOPIA is the result of the Erasmus+ 'European Universities' initiative, financed by the European Commission. EUTOPIA is an established alliance of ten regionally and nationally distinct universities that work together to create a connected and inclusive community addressing global and local challenges:

Universitatea Babeş-Bolyai in Cluj-Napoca (Romania), Vrije Universiteit Brussel (Belgium), Università Ca' Foscari Venezia (Italy), **CY Cergy Paris Université (France)**, Technische Universität Dresden (Germany), Göteborgs Universitet (Sweden), Univerza v Ljubljani (Slovenia), Universidade Nova de Lisboa (Portugal), Universitat Pompeu Fabra Barcelona (Spain), The University of Warwick (United Kingdom).

The EUTOPIA Alliance started in 2019 with a pilot phase (EUTOPIA 2050) and its second phase started in 2022 with EUTOPIA MORE which will last until 2026. The main activities of this European University involve innovative methods of collaboration to progressively increase the quality, international competitiveness, and attractiveness of European higher education

To know more about EUTOPIA, click [here](#).

### ABOUT EUTOPIA WEEK

The EUTOPIA Weeks are essential milestones in the construction of the EUTOPIA alliance, happening every six months. The member universities take turns organising them. These events bring together all the Alliance's Boards and Councils to discuss the coherence and direction of projects and programs at a high level. The meetings also offer a unique opportunity to become better acquainted with one of the member institutions and to meet vice-rectors, deans, professors, teachers, researchers, and students.

### THE ROLE

As an EUTOPIA Week Welcome Host, you will play an important role in ensuring the smooth operation of the event and welcoming our partner universities. You will be responsible for a variety of tasks aimed at facilitating a smooth and enjoyable experience for all attendees.

### Responsibilities:

- Welcome attendees, provide directions, and answer any questions about the event.
- Assist with the setup and breakdown of event spaces.
- Hand out event materials such as programs, maps, and promotional items.

- Address any issues or concerns raised by attendees.
- Perform additional tasks as assigned by the event coordinator.
- Ensure the technical assistance of digital supports.

**Requirements:**

- Enrolled in CY Cergy Paris Université in 2024/25
- Ability to communicate clearly and effectively with a diverse audience.
- Proficient in spoken and written English
- Strong time-management skills and a commitment to being on time and present throughout the event.
- Ability to work well within a team and follow instructions from supervisors.

**What we offer:**

- Participate in a high level international event in Cergy.
- Experience in event management and intercultural communication.
- Receive a reference letter that will boost your resume.
- Student contract: a full week of work.

**HOW TO APPLY**

Send us a motivation letter and a CV in English by **September 6<sup>th</sup> (23h59)** to [direction.eu-rope@cyu.fr](mailto:direction.eu-rope@cyu.fr)

**Dates of the position : 25-29 November 2024**