



Association Européenne pour l'Information
sur le Développement Local a.s.b.l

Ad Hoc Student Documentalist

AEIDL, the European Association for Information on Local Development, is seeking an enthusiastic and highly motivated student documentalist to undertake tasks on a range of projects.

The documentalist will support knowledge management services, helping to transfer information and knowledge between AEIDL's different teams and projects.

The documentalist will also maintain information and knowledge and multimedia management platforms that centralise different types of information useful to the association's staff, relevant to European affairs and sustainable local development.

The post is offered at 40 hours per month maximum, on an open-ended basis, or until student status expires.

Role and responsibilities:

The Student Documentalist will report to the Knowledge Management and ICT Manager, and will take on the delivery of a range of tasks including:

- Add material when necessary to AEIDL's Resource Centre (Kentika), ensuring it is appropriately placed and tagged
- Ensure existing information in the Resource Centre is up to date
- Liaising with KM, Business Development, the Head of Communication and the web designer to ensure the Resource Centre interfaces effectively with the AEIDL website
- Assist the Head of Communication in maintaining and updating AEIDL's A/V database, Resource Space



- Monitoring GDPR compliance measures in different projects and contracts, and at the association level.
- Supporting project staff using different tools and platforms:
 - o for AEIDL's internal knowledge management (via the Kentika and ResourceSpace platforms): projects, images, videos and documents,
 - o for individual projects (ECoCs, SHERPA, EPIC, DESIRA, LIFE/Neemo).
- Contact with users: needs analysis, document collection, platform promotion and follow-up.
- Information collection on European policies, local development, environment and social innovation.

Qualifications and experience:

Essential	Desirable
Good written and spoken English and French.	Knowledge of one or more other European languages is an asset.
Currently a student based in Belgium (with recognised Belgian Student Status).	Experience or training in programming is a plus.
Experience with information and documentation management software.	Experience with Kentika and/or ResourceSpace would be an asset.
Structure, rigour and seriousness.	
Dynamism and intellectual curiosity.	
Team spirit and a cooperative, solution-oriented mindset.	
Open-minded to other professions and disciplines.	
Ability to work independently while following precise instructions.	



Very good knowledge and practical skills in information technology and web.

Application process

Send your CV in French or in English in the [Europass format](#) with a short cover letter to cv@aeidl.eu with the subject line **Student Documentalist** by **Monday November 8th 2021**. Please note that only shortlisted candidates will be contacted after the closing date.

Who we are:

AEIDL was founded in 1988 by like-minded individuals who believed that European integration can make a positive contribution to citizenship and to the sustainable development of communities.

AEIDL's thematic expertise ranges from environment, sustainable territorial development; employment, migration and citizenship, to enterprise and integration, social policy, social innovation and public service modernisation.

The Association offers a range of professional services, including information management, web and digital communication; events, capacity building, and network animation; publications, social media and video services, as well as technical assistance, evaluation and consultancy services for a broad range of European contracts.



We are based in the heart of Brussels, hosting a diverse, international team of skilled, motivated and dynamic experts, delivering high-quality services to our clients.

The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.

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