



Project Officer (m/f)

-> Full Time or Part-Time (70% min.)

Would you like to be part of the Future, the Digital Future of Luxembourg?

The Luxembourg Tech School (LTS) is an educational concept that was created in September 2016 with the goal of promoting the development of “Future Digital Leaders” in Luxembourg. LTS is tightly embedded in the national school system and offers weekly classes in 10+ partner lycées and for 200+ students aged 12 to 19. Classes and projects cover areas such as Creative Coding, Game Development, Big Data, FinTech, Space Resources, AI for Finance and AI Creativity & Arts. More info at www.techschool.lu.

We are looking for a full time or part-time Project Officer with strong organizational and analytical skills to support all LTS activities.

Responsibilities

- Coordinate student management activities (registrations, administration, information, ...).
- Participate to the drafting of the annual reports, funder reports, and others as requested.
- Create content for various (social) media channels, LTS websites, ...
- Contribute to the smooth running of LTS operations (events, workshops, classes, ...).
- Keep inventory of LTS assets (laptops, robots, and other electronical teaching devices).
- Assist with HR and administrative tasks.
- Take ownership of administrative and logistical processes as requested.

Requirements

- Problem solving mindset and proactive attitude.
- Proven strong organizational skills.
- Proven strong writing, communication, and interpersonal skills.
- Experience with owning administrative processes.
- Thrive in an international team.
- Pronounced interest in new technologies will be considered an asset.
- Knowledge of any of the following will be considered an asset: basic accounting principles, inventory tracking, (annual) report drafting, Office 365, MS Sharepoint, Slack.
- Must be fluent in English and French and/or German; knowledge of Luxembourgish will be considered as an asset.

Application

- Deadline September 15th, 2021.
- Submit motivation letter and CV to info@techschool.lu.

For further information, please contact:

Sara Kaiser – Program Director (contact@techschool.lu)