

## EURASIP part-time communication and administration support

*The European Association for Signal Processing (EURASIP) is looking for a part-time colleague (2-4h/week) to coordinate and execute tasks relating to PR & communication and administrative membership support. You will work with a high degree of autonomy in a dynamic international environment on the frontier of scientific research and technology.*

### Detailed task description

- Membership support
  - Resolving member queries regarding membership;
  - Importing new memberships into database after EURASIP-sponsored events (European Signal Processing Conference (EUSIPCO), seasonal schools);
  - Following up on complementary membership for Editorial Board members of EURASIP-sponsored journals;
  - Supporting members to exploit their membership benefits (article processing charge discounts, workshop discounts, etc.);
  - Promoting and administering financial support to members (*e.g.*, travel grants for students, minority groups, childcare support, ...), except for carrying out financial transactions;
  - Promoting EURASIP sponsorship and proactively recruiting seasonal school proposals;
  - Administering financial support to Technical Area Committee (TAC) chairs (*e.g.*, EUSIPCO travel reimbursement), except for carrying out financial transactions.
- Communication
  - Setting up and managing various social media accounts for EURASIP (LinkedIn, Twitter, Facebook, Instagram, ...);
  - Creating interaction and mutual enrichment between EURASIP website and social media content;
  - Writing and publishing timely and impactful social media posts and email announcements about EURASIP-related events (announcements of workshops/schools/seminars/webinars, EUSIPCO calls, EUSIPCO live coverage, new special issues, calls for papers, new Editorial Board members, new TAC members, awards, ...);
  - Interacting with EURASIP stakeholders (publishers, EUSIPCO organisers, organisers of workshops/schools/seminars/webinars, ...) to acquire content for social media posts and email announcements;
  - Increasing online visibility of EURASIP by interacting on social media with EURASIP members and stakeholders and EUSIPCO participants (*i.e.*, liking, reposting, replying, ...) and by proactively searching for and sharing relevant content;
  - Facilitating annual hand-over of EUSIPCO social media accounts to EUSIPCO Organizing Committee;
  - Managing EURASIP YouTube channel (EUSIPCO keynotes, 3-minute thesis (3MT) videos, webinars, ...), acquiring video content from event organisers, administering copyright, interacting with users;
  - Supporting in creation of monthly EURASIP Newsletter (editing, layout, dissemination);
  - Evaluating effectiveness of communication and social media activities.

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## Profile

We are looking for a proactive person and a good communicator, with a keen interest in science and technology. A Master degree is normally expected, unless equivalent work experience can be shown. An excellent English language proficiency is required.

## Offer

- Employment: 2-4 h/week (variable hours - possibility for extension), fixed-term contract (renewable), freelance (preferable) or employment contract
- Remuneration: gross 30-35 EUR/h (depending on past experience in similar role)
- Work environment: telework with occasional visits to universities of Board members and occasional travel to European conferences

## How to apply

Please submit a CV and motivation letter by email to Prof. Toon van Waterschoot, EURASIP Director for Conferences ([toon.vanwaterschoot@esat.kuleuven.be](mailto:toon.vanwaterschoot@esat.kuleuven.be)).



**European Association for Signal Processing vzw**

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