



VACANCY	Membership Services and Events Officer Contract Type: 1-year fixed-term (CDD), with potential renewal into a permanent position Working Hours: 35 hours per week Location: International Association of Universities (IAU), UNESCO Headquarters, Paris, France ¹ Start Date: The position is open Contact: apply@iau-aiu.net
The IAU	Founded in 1950 , under the auspices of UNESCO, the International Association of Universities (IAU) is the leading global association of higher education institutions and organisations from around the world. IAU is an independent, bilingual (English and French), non-governmental, membership organization. IAU membership is open to higher education institutions (HEIs) and organisations. As a global forum for leaders of institutions and associations, IAU convenes and connects almost 600 Members from more than 130 countries to identify, reflect and act on common priorities. It acts as the global voice of higher education to a wide range of international and inter-governmental organizations, in particular to UNESCO. Members avail of a wide range of services on a priority basis, but these extend also to other HE stakeholders, such as organisations, institutions, higher education authorities, policy and decision-makers, specialists, administrators, teachers, researchers and students. IAU is funded primarily through its membership fees and depends on these to effectively carry out its wide portfolio of activities encompassing its series of online webinars and thematic debates, events and conferences, publications, projects and other initiatives. IAU is an official partner of UNESCO (Associate status). www.iau-aiu.net
Position description	The IAU constantly develops its reach, in particular through an enlarged membership base. The person who will come on board the IAU team will have a unique opportunity to work on membership development and the organisation of the IAU Annual International Conference .

¹ The Association cannot support relocation costs.



Main responsibilities, Tasks	<p>A. Membership engagement and development (under the supervision of the IAU Secretary General) :</p> <p>The Membership Services and Events Officer will help analyse membership behaviour over time and help develop the membership base, while expanding the branding of the Association through enhanced presence on social media. Tasks will include:</p> <ul style="list-style-type: none">• Research and analysis of current and past membership (four categories of Members)• The development of membership surveys and draft reports• Undertake comparative analysis between IAU and other international HE associations around the world• Strengthen relationship with IAU Members by organising Membership engagement meetings• Organise Interviews with past, current and prospective Members with IAU senior staff• Prepare membership drives• Prepare communication with Members <p>B. Event Organisation and Coordination (under the supervision of the Manager, HE & Digital Transformation, Publication and Events):</p> <p>The Membership Services and Events Officer will contribute to the coordination and organisation of the IAU annual conferences through the following tasks:</p> <ul style="list-style-type: none">• Assist with the organisation of IAU’s annual International Conference, a prestigious event gathering over 300 university leaders from 80+ countries;• Manage participant coordination, including registrations, inquiries, and logistical support;• Develop and update the conference website and promotional materials;• Coordinate with speakers and panelists, ensuring smooth preparations and communication;• Support the production of conference-related materials;• Contribute to sponsorship development and outreach strategies. <p>Additionally, as part of IAU’s Secretariat team, you may contribute to other cross-cutting projects based on organizational needs and availability.</p>
Team work	<p>The IAU Membership Services and Events Officer will work closely with the</p> <ul style="list-style-type: none">- Secretary General and IAU senior staff- Manager, HE & Digital Transformation, Publication and Events- Assistant, Administration and Membership- Officer, Communication and Media



Nature and frequency of relations outside of the Secretariat	<ul style="list-style-type: none">• Contact with IAU institutional and organisational Members (current, past and prospective Members)• Contact with IAU Board Members• Communication with partners
Specific knowledge, skills required (point form)	<ul style="list-style-type: none">• Excellent communication and writing skills, with the ability to engage effectively with diverse stakeholders;• Strong organizational and multitasking skills, capable of managing multiple priorities independently;• Ability to work in an international, multicultural environment with interpersonal and intercultural sensitivity;• Tech-savvy, with proficiency in Microsoft Office and a willingness to learn new tools (e.g., Salesforce, conference management systems, website development tools);• Fluency in English is required; French proficiency is an asset;• Work permit for France is required.
Minimum level of education required	Master's degree, preferably in Social Sciences, Humanities, or a related field, with a strong interest in higher education and international academic collaboration.
Salary	Range between 1875 € and 2708 €, commensurate with 0 to 5 year experience.
How to Apply?	<p>Send your Curriculum Vitae and Cover Letter to Ms. Balkhisse Aidara (apply@iau-aiu.net) by March 7, 2025, using the subject line: "Membership Services and Events Officer Application". Applications without Cover letter and CV will not be considered.</p> <p>Interviews will be conducted on a rolling basis until the position is filled. Due to high application volumes, only shortlisted candidates will be contacted.</p>