

The Office of the Secretary-General of the European Schools (OSGES)
is offering as of 1st August 2022:

AN INTERNSHIP
in translation and terminology
for the Education sector
full-time (37h30/week)

Description of the function

The OSGES is offering an internship to acquire experience in the Education sector. The successful candidate will work with the Bacallaureate Unit and the Pedagogical Development Unit to research and itemize terms connected with the Education field, particularly to the European Schools system, define them, and find equivalents in the European Schools' vehicular languages (EN, FR, DE).

Main duties

- Identify the terminology used in a field of activity
- Conduct terminological research on a given subject or in response to inquiries for the preparation of glossaries, terminology banks, technological files, dictionaries, lexicons, and resource centres, and add to terminological databases
- Manage, update, and circulate linguistic information collected from terminological databases
- Provide consultative services to translators, interpreters and technical writers preparing legal, scientific, or other documents that require specialized terminologies
- Translate selected terms from one language to another, maintaining the original material's content, context, and style to the greatest extent possible
- Revise and correct translated material
- Use terminology software, enter terminology items, validate and edit terminology items, establish workflows
- Research the possibility of importing terminological data bases
- Other tasks considered necessary to achieve this project

Profile

- You have strong organization skills, and are precise and accurate, you have an eye for details
- You are excited about and not afraid to learn new technologies
- You are motivated and inspired to find novel solutions to terminology challenges and are excited by the prospect of rolling up your sleeves to tackle meaningful problems
- You are a kind, passionate and collaborative problem-solver who seeks and gives candid feedback, and values the chance to make an important impact
- You are a Master's degree student in the linguistics, translation or terminology field
- You have professional proficiency in two European languages (including at least English or French)

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- You are proficient with Microsoft Suite tools, such as Word, Excel, Outlook, etc.
 - You are self-motivated and able to identify areas of opportunity and deliver high-value contributions

Offer

- A flexible internship (from a minimum of three months to a maximum of six months)
- A challenging internship in an international team
- Possibilities for professional development
- High degree of autonomy
- Flat hierarchy and open communication
- Getting things done attitude
- A stack of the most modern technologies
- Exciting professional challenges
- A monthly gross grant of 1.182,60 €
- Two days of leave per month
- Hybrid work (two teleworking days and three in situ working days per week)

Interested?

Please send your application by email to OSG-RECRUITMENT@eursc.eu with the email subject “**Translator and terminologist internship – LASTNAME**” by Sunday 24 July 2022 at the latest.

The email should include:

- Your CV in Europass format.
- Your motivation letter, it should show how your background and interests fit the tasks planned for this position.
- The starting date from which you will be available if selected.

About the European Schools

The European Schools are educational institutions set up in the European Union’s Member States. They provide children with a multilingual and multicultural education at nursery, primary and secondary levels. The Schools follow a specific curriculum and offer the European Baccalaureate diploma. Find more information here: <https://www.eursc.eu/en>

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.