

With more than 3000 employees worldwide, ETS is the world's largest private educational assessment and research organization. ETS's mission is to advance quality and equity in education worldwide. ETS's assessment tools, such as the TOEFL® test and the GRE® test, are internationally recognized in the world of education and English language learning.

ETS Global, the global subsidiary of ETS, is recruiting an **Academic Relations Apprentice (étudiant(e) en alternance)** to work in the field of Higher Education preferably for a 2-year period, starting September 2020

Based in the Paris office, with probable business trips in Europe, the apprentice will be working in the Academic & Government Relations team and will have the following responsibilities including, but not limited to:

- Participating in direct test taker outreach events (such as, but not limited to: student fairs, Open doors days at universities, Erasmus+ events, etc.)
- Partaking in indirect test taker customer support (such as, but not limited to: informing, educating, helping prospect test takers/students by email and phone)
- Prospecting new partners and generating leads
- Supporting marketing campaigns, assisting and supporting content development
- Analyzing marketing campaign execution, measuring and optimizing to drive demand
- Identifying Higher education institutions to arrange meetings
- Updating the Database (SalesForce) and tracking and reporting on ongoing outreach activities
- Conducting research on country specific Higher Education legislations and systems
- Compiling reports, drafting minutes of meetings and reporting on events
- Gathering, reporting and analyzing market intelligence
- Support team on various projects

#### **Education, Certifications, or Special Licenses**

- Bachelor Degree in Education, Languages, Marketing or Business Administration is preferred
- Master level education would be an asset

#### **Other Requirements**

- French speaker ; C1 minimum attested level in written and verbal communication skills in English ; other European languages or Arabic are assets;
- Understanding of European higher education in general (i.e., system, policies, admissions process and requirements) and French Higher education system in particular;
- Experience working and/or studying abroad in a multicultural team environment would be an asset;
- Strong customer service problem-solving attitude
- Flexibility to travel and to work occasionally on Saturdays.

**Compensation package according to previous experience and skills.**

Please send your CV and cover letter in English to [recrutement-fr@etsglobal.org](mailto:recrutement-fr@etsglobal.org) , with the subject: **Academic Relations Apprentice application by 29 MAY 2020.**