



IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 200 of which more than 100 are academics from all over the world, while about 250 guest lecturers from academia and

industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The **Education Bureau (EB)** develops and facilitates the implementation of education-related policies, stimulates and supports innovation in education, and develops and maintains quality-assurance processes and systems. It assists students and staff in accessing scientific resources and organizes English and academic skills training as well as advanced didactical training. It functionally manages the virtual learning environment and supports its use for face-to-face and online education. The Education Bureau also administers all educational offerings and is responsible for scheduling, logistic planning, marks administration, issuing diplomas and organizing academic ceremonies. All these activities are geared to establishing a better quality and more innovative education program, managed in a consistent and transparent manner.

The **Education Bureau** is looking for a:

## Quality Assurance internship

32 to 40 hours/week

In this position you will be part of a team of pedagogical and quality assurance (QA) experts that develops policies and instruments to enhance the quality of education and catalyze innovations. An important task will be to assist colleagues in the implementation of - and reporting on student evaluations at module and programme level. You will develop and analyse questionnaires, process statistics, and have face-to-face interviews with students. Your reports will inform course coordinators and programme committees on the one hand, and will present the overall educational performance to the Institute's management.

You will also be involved in the innovation of our QA system: Depending on your interests and strengths, this may relate to the introduction of new software applications, policy development, analysing the effectiveness of existing processes, new business process mapping, etc.

### Requirements

- 3<sup>rd</sup> year HBO student;
- Available for at least 4 consecutive months;
- Eager to learn and output oriented;
- Affinity with quality assurance;
- Motivated to work in an international environment;
- Flexible team player capable of adjusting tasks according to shifting priorities;
- Computer literate and ability to get acquainted with new software quickly;
- Excellent communication skills in English.

### **Terms of employment**

You will get an internship compensation of 190 euro per month and the opportunity to work in an international environment.

### **Information and application**

Additional information can be obtained from Mr. Erwin. Ploeger, Head of the Education Bureau, (+31 15 215 1758 or [e.ploeger@unesco-ihe.org](mailto:e.ploeger@unesco-ihe.org)).

Applicants are asked to submit their CV and covering letter to IHE Delft, attn. Human Resource Management (Email: [recruitment@un-ihe.org](mailto:recruitment@un-ihe.org)), stating vacancy-number **18-EB-01**.

*Reactions from staffing agencies and other 3rd parties are not appreciated.*