

Publications Intern

European Alliance for Innovation n.o.



Job description, responsibilities and duties

We are looking for a motivated and detail-oriented intern to join our Publications Department.

This is an excellent opportunity to gain hands-on experience in academic publishing within an international environment.

Key responsibilities

- Article typesetting and metadata validation
- Reviewing and adjusting correction requests to meet publication standards
- Screening submitted content for plagiarism and research integrity concerns
- Coordinating content submissions from the scientific community
- Providing email support to authors, potential authors, and editors
- Preparing statistics and reports

Position suitable for

University Student

Minimum achieved education

I. level university degree

Language skills

English - Advanced (C1)

Other knowledge

Microsoft Office 365 - Expert

Adobe Illustrator - Advanced

Adobe Photoshop - Skillful

Personality requirements and skills

Currently enrolled in a university programme (Communications, Linguistics, Information Science or related field welcome — all backgrounds considered)

- Excellent written and spoken English
- Strong attention to detail and organisational skills
- Good communication skills and a professional attitude
- Ability to work independently and reliably

Brief description of the company

European Alliance for Innovation is a non-profit organization. Its aim is to connect researchers around the world to achieve progress through collaboration, recognition and to share their knowledge. It is the world's largest open ICT society. EAI subscribes to the highest level of labor and research standards.