

## **Internship Opportunity: Project Management / Study Management Intern**

**Location:** Luxembourg

**Employer:** Ministry of Education in Luxembourg, SCRIPT, Data Division  
(<https://script.lu/en/script/divisions>)

**Duration:** Flexible starting date, 4 to 6 months before September 2026, full-time or part-time. (alternatively, 4-6 months starting first quarter of 2027 in the context of a different international study)

**Short Description:** We are seeking a motivated and detail-oriented intern to join our team in Luxembourg. This is a unique opportunity to gain hands-on experience in the organization and coordination of the Survey on Social and Emotional Skills, an international OECD study (see [www.edulink.lu/SSES](http://www.edulink.lu/SSES) for more info on the study).

### **Responsibilities:**

- Assisting in the implementation of the Survey on Social and Emotional Skills in Luxembourg
- Communicating with schools to schedule appointments, respond to questions and provide support for the practical implementation of the study
- Coordinating test administrators, ensuring an efficient schedule
- Ensuring study operations comply with the standards defined by the OECD
- Developing and maintaining project plans
- Organising training sessions for test administrators
- Identifying and resolving operational issues during fieldwork in a timely and diplomatic manner
- Ensuring data protection (GDPR) requirements are met while working with sensitive and confidential information

### **Requirements:**

- Currently pursuing a Bachelor's or Master's degree (candidates who have completed their Master's degree or will complete their Master's degree within the period of the internship are not eligible).
- Must be an EU citizen.
- High level working proficiency in German or Luxembourgish, as well as working proficiency in English. Knowledge of French is a plus.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Experience supporting or coordinating projects (e.g. university projects, research assistance, student initiatives, or comparable activities), especially those involving planning, organization, or multiple stakeholders.
- Strong client orientation and interpersonal skills
- The ability to work with tight deadlines

### **Qualifications which will be considered a plus:**

- Background or coursework in a related field (such as project management, psychology, social sciences, or similar)
- An interest in research coordination, data collection, or the practical aspects of running a study.
- First experience in (research) project management

**What We Offer:**

- A dynamic and supportive work environment.
- Valuable experience in project and stakeholder management.
- The opportunity to work on an international study and to gain insight into the procedures and operational protocols set by the OECD
- An attractive remuneration package.

If you are enthusiastic about project management and eager to learn, we are looking forward to hear from you!

**How to Apply:** Please send your resume and a cover letter to [stagiaire-data@script.lu](mailto:stagiaire-data@script.lu) before **01 April 2026** indicating **SSES internship** in the subject line.