

Call for New Members of the AEC EASY Task Force (2026–2028)

The AEC is launching an open call for new members of the **EASY Task Force** for the mandate 2026–2028.

The EASY Task Force is responsible for supporting, monitoring, and guiding the development of the AEC's **European Application System for Mobility among Higher Education Institutions (EASY MO)**. The system is powered by the Austrian IT company SoP, which has adapted its platform *Mobility Online* to meet the specific needs of AEC member institutions.

EASY Task Force members have the opportunity to actively shape and monitor system developments, deepen their understanding of the platform for the benefit of their own institutions, and engage in numerous peer-learning opportunities in the digitisation of mobility procedures.

EASY MO provides a shared digital infrastructure, allowing institutions to manage mobility applications, Erasmus+ processes, and student exchange documentation efficiently and in a unified manner. The system is used by a wide consortium of institutions and continues to evolve in alignment with European digital mobility requirements.

General Responsibilities of Task Force Members

EASY Task Force members contribute to the continuous development, improvement, and strategic direction of the EASY system. Their responsibilities encompass technical, analytical, collaborative, and community-oriented tasks that support both daily operations and long-term evolution. Key duties include:

1. Process Design, Modelling, and Documentation

- Define, model, and outline core digital processes within EASY MO.
- Describe and document application use cases, ensuring clarity for developers and end users.

2. System Implementation, Testing, and Quality Assurance

- Test and propose adaptations to digital processes in close cooperation with the software provider.
- Perform extensive functional testing, regularly test EASY functionalities, and contribute to all quality assurance activities to ensure system stability.
- Identify system issues, monitor performance, and propose improvements benefiting the entire consortium.

3. User Support and Feedback Analysis

- Provide support for end users by resolving questions or issues that do not involve system bugs, leveraging growing expertise in Mobility Online and EASY functionalities.
- Analyse feedback from users and institutions to identify needs, guide development priorities, and contribute to system refinement.

4. Contribution to System Development and Roadmap

- Collaborate with the AEC Office and software developers on technical implementation, enhancements, new features, and system expansions.
- Contribute to the long-term system roadmap designed to cover the full Erasmus+ programme and integrate with the Erasmus Without Paper (EWP) ecosystem.
- Monitor policy developments related to EWP and ensure their correct implementation within EASY, taking into account the specific needs of the Higher Music Education sector.

5. Participation, Communication, and Representation

- Attend and actively participate in regular online and in-person meetings and testing sessions of the Task Force and consortium.
- Act as ambassadors of EASY by liaising with AEC member institutions, gathering insights into institutional needs, and communicating relevant updates.
- Support knowledge exchange between institutions to align EASY development with broader practices and expectations in Higher Music Education.

Technical Lead Role

The AEC is particularly seeking **one candidate for a technical lead role**, who will focus on the technical aspects of the system, including:

- **Technical implementation, testing, and adaptation of processes:** Carry out tasks once sufficient knowledge of Mobility Online configuration is acquired, reducing technical support hours purchased via SoP and accelerating improvements. This includes adding steps to existing pipelines and workflows, creating new pipelines (e.g., staff mobility or student traineeships), linking email templates to workflow steps, and other process adaptations as advised by the Task Force.
- **Technical description and documentation of application use cases:** Apply requirements engineering to outline needs for new functionalities, providing clear acceptance criteria and minimizing the need for external technical support.
- **Performance testing and quality assurance:** Conduct extensive pre-go-live testing to ensure system integrity and reduce corrective support needs.
- **Database management:** Work with relational databases, perform data analysis, and carry out basic database operations.
- **First-level support for end users:** Monitor the ticketing system in collaboration with the AEC office, collaboratively assess issues requiring SoP's involvement, coordinate preventive and technical maintenance, and liaise with institutions as needed.
- **System architecture contributions:** Implement improvements and new features along established pipelines and workflows in collaboration with the assigned SOP project manager.

- **Institution-specific coordination:** Track internal institutions' system configurations (opt-outs, added features, etc.) to maintain interoperability or coordinate with institutions to address configurations through their support hours.

The technical lead is expected to either have received or be willing to receive **hands-on training from SoP**, aimed to:

- Reduce AEC's technical support expenses, supporting financial sustainability.
- Ensure quicker response times for end users.
- Maintain and monitor system integrity while implementing improvements and new functionalities.

Skills and knowledge for the technical lead role include:

- Basic understanding of relational databases and working knowledge of SQL queries.
- Proficiency in MS Office (Word & Excel, including merge fields).
- Deep technical knowledge of Mobility Online's architecture and capabilities.

A minimum of 2 years commitment is asked to the candidates applying for the technical lead position. Candidates for this position might be asked for an interview before formalizing their appointment.

Specific Profile of Applicants

The AEC welcomes applications from:

- Internal EASY users with extensive experience of the EASY MO system.
- Advanced Mobility Online users familiar with workflows (including users from non-EASY MO institutions).
- Digital officers or IT personnel working within or in cooperation with AEC member institutions, interested in contributing to the digitalization of administration for international cooperation.

Applicants should specify in their motivation letter the key areas in which they are interested in contributing:

1. System technical testing and continuous functional improvement
2. Liaison with AEC member institutions, ministries, and national agencies
3. Technical lead position within the Task Force

Workload and Financing

- Average workload: ~2 hours per week for regular members; ~3–4 hours per week for the technical lead (12-month basis).

- Task Force members should attend an average of one online meeting every 1–2 months and one or two in-person meetings per year, plus possible live testing sessions.
- In-person participation is expected to be funded through Erasmus+ Staff Training (STT) mobility funds of the applicant's home institution.
- Free attendance to the yearly AEC IRC meetings in September is granted to selected candidates.

While regular Task Force members, and members of other AEC working groups, do not receive remuneration, **the technical lead role is eligible for additional financial resources** to support training and a **symbolic annual honorarium** to recognize the time and effort dedicated to the project's technical development.

Timeline

- 3 December – Call launch
- 7 January – Call deadline
- 12 January – Results communicated to candidates
- 30–31 January – First in-person event in Brescia


Application Documents

Applicants must submit:

- A short CV highlighting relevant experience for the Task Force.
- A motivation letter describing experience with EASY MO and/or Mobility Online, motivation for joining, and specific areas of contribution.
- A letter from the legal representative of their institution confirming support and availability for participation.

Applications should be sent to:

Sara Primiterra, EASY Project Manager

 events@aec-music.eu