LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse

Survey on Social and Emotional Skills

# SSES 2026

## Student job – packing test materials, data entry and coding pupils' answers

As part of the **Survey on Social and Emotional Skills** (SSES) by the OECD, the Ministry of Education, Children and Youth (MENJE) is looking for young and motivated people to join us for a period of at least 3 weeks and up to 2 months between the end of September 2026 and the end of January 2027.

More information on the study are available via: www.sses.lu

### Your tasks

- Preparation for the SSES study (September to October):
  - Packing test materials for dispatch to schools
  - Checking that the materials are complete using the checklist
- After the SSES study (October to January):
  - Unpacking completed tests
  - Transcribing answers into a digital questionnaire format
  - Marking open-ended text answers in accordance with the manual (in German, English and French)
- Handling pupils' completed questionnaires confidentially and with care
- A working week consists of 7-hour shifts (including a 1-hour lunch break) from Monday to Friday

### Your profile

- at least a school graduation diploma
- good organisational and coordination skills
- enjoyment of working as part of a team
- a reliable, meticulous and detail-oriented approach to your work

### What we offer

- a structured daily routine
- diverse tasks as part of international study management
- a learning experience in a young and dynamic team
- practical experience in a research setting
- student benefits

### Application

Please email your application (CV and cover letter) with the subject line 'Student job application' by 24 August 2026 at the latest to: **sses.script@men.lu**

If you have any questions or require further information, please do not hesitate to contact us.