Job posting

Type of position
☐ scientific
☒ administrative

Target group
☒ graduates
☒ post docs
☐ other

Title
Coordinator (m/f/d) for the Higher Education Initiative "European Universities Linking Society and Technology" (EULiST) (Salary Scale 13 TV-L, 100 %)

Institution
EULiST is an alliance of universities in nine European countries that share a primary focus in the technological disciplines, in addition to their strengths in the humanities and social sciences. Objectives include establishing a European campus together with the partner universities and collaborating in research. Moreover, the alliance aims to gain a firm foothold in the respective countries and regions for intensive cooperation between local society and regional institutions as well as national and international corporations, whilst promoting a European identity. Particular emphasis will be placed on green technology, diversity and interdisciplinarity.

Position
EULiST seeks to fill the position of EULiST Coordinator as soon as possible. The incumbent will coordinate EULiST alliance activities as head of the EULiST Coordination Office (CO) and act as the central contact person of the alliance

Responsibilities
• Establishing collaboration of the alliance with associated partners and local stakeholders
• Management of finances concerning alliance activities
• Reports and quality assurance
• Public relations (press releases, EULiST website, social media, info campaigns, and newsletters)
• Maintain contact with relevant organisations (e.g. EACEA)
• Compile and communicate information on funding opportunities
• Acquire and manage third-party funding

Requirements
To qualify for the position, applicants should hold a university science degree, have experience abroad (preferably within Europe), outstanding proficiency in English and one other language from one of the home countries of the EULiST partners, Working knowledge of German is a plus – as well as sound knowledge of higher education, research and foundation landscapes in Europe.

Furthermore, the successful candidate is expected to have administrative skills within an academic context, experience in acquiring and managing third-party funding, as well as the relevant IT skills (e.g. MS Office, databases) and familiarity with the process of internationalisation of higher education institutions.
Experience in collaboration between international higher education institutions would be advantageous – especially with regard to coordination of international university networks and exchange programmes within Europe (also those outside of the ERASMUS programme), especially the European Research Area and European Economic Area). A high level of intercultural competence, the capacity to work in a team, experience in managing projects, the ability to work well under pressure, commitment and dedication, along with an aptitude for text production and good negotiation skills round off the profile.

Leibniz University Hannover considers itself a family-friendly university and therefore promotes a balance between work and family responsibilities. Part-time employment can be arranged upon request. The university aims to promote equality between women and men. For this purpose, the university strives to reduce under-representation in areas where a certain gender is under-represented. Women are under-represented in the salary scale of the advertised position. Therefore, qualified women are encouraged to apply. Moreover, we welcome applications from qualified men. Preference will be given to equally-qualified applicants with disabilities.

Please submit your application with supporting documents by September 4, 2022 in electronic form (subject line: “Bewerbung EULiST Koordination”) to Email: internationaloffice@zuv.uni-hannover.de

For further information, please contact Dr. Marcus Hoppe (Tel.: +49 (0)511 762-3854; Email: marcus.hoppe@zuv.uni-hannover.de).