Job advertisement

The European University Viadrina Frankfurt (Oder) welcomes applications for the position of

Communications Manager
for the European University Alliance ERUA (m/f/d/x)
Identification number 1430-24-03
(up to salary group 13 TV-L, 20 hours/week)

with limited term appointment until 31.10.2027 and the option of a 24-month extension. You will be based in the at the European University Viadrina.

The aim of the European Reform University Alliance, a European university alliance of eight universities, is to innovatively shape the future of universities in Europe and to rethink study and teaching, research and social engagement from a critical, European and inclusive perspective (https://erua-eui.eu).

Your tasks include:

You are responsible for the communication of ERUA activities at the European University Viadrina and act as a communicative interface between the Viadrina and the European University Network.

- You will develop, manage and anchor communication on and about ERUA at the European University Viadrina; to this end, you will take part in regular online and face-to-face meetings with the ERUA team at the Viadrina and in the ERUA network at the participating universities.
- You will develop and implement the communication and marketing measures of ERUA at the Viadrina and in the ERUA network; this includes
  o strategic stakeholder management and continuous communication with relevant target groups in order to create the best possible publicity and interest for ERUA among all internal university reference groups and external target groups;
  o Responsible editing of the (primarily English-language) Viadrina content in text and images on the ERUA website (“Digital Campus”), including editorial work for the social media channels of ERUA and the participating universities;
  o Press and media relations for the ERUA activities of the Viadrina, including establishing contacts with the media and answering media inquiries about ERUA;
  o Organization of ERUA events (workshops, conferences, info days)
  o Development and maintenance of supporting communication tools, such as newsletters, print formats, etc.
  o Development of alumni activities in the ERUA network (Virtual Alumni Book, alumni meetings);
- You will be responsible for ERUA reporting in the area of communication at the Viadrina, including the preparation and processing of tasks, deliverables and milestones in cooperation with the overall ERUA coordination at the Viadrina and the foreign partner universities.
- They monitor the ERUA budget for the Viadrina’s communication department in cooperation with the overall ERUA coordination and the Viadrina’s finance department.

Your profile includes:

- Successfully completed university studies in communications, journalism, marketing or comparable fields;
- Several years of professional experience in journalism, press and public relations work or science communication;
- Basic knowledge of image editing and creation of share-pics, also for social media;
- Relevant knowledge and experience in the management of international scientific and/or communicative (collaborative) projects;
- Very good skills in communicating with different target groups and stakeholders;
- Strong conceptual and analytical skills as well as the ability to present complex issues in a generally understandable way;
- Independent, problem-solving and results-oriented way of working, combined with strong teamwork skills;
- Excellent written and spoken English (min. C1), good knowledge of German; knowledge of other Allianz foreign languages is an advantage;

We provide:

• A salary in accordance with the provisions of the collective agreement for the public service of the federal states (TV-L) including a collectively agreed annual special payment
• Company fringe benefits (e.g. pension scheme via the VBL, capital-forming benefits, job ticket)
• Collectively agreed vacation plus two days off on 24/31 December
• Work at a lively university with an international profile in the heart of Europe
• Flexible working with home office and mobile working
• Family-friendly working conditions with advice and support for childcare and caring for relatives | family office
• Diversity-sensitive occupational health management to foster the health and motivation of our employees
• A wide range of further and advanced training opportunities

The European University Viadrina strives to increase the share of women in research and teaching and strongly encourages qualified female scientists to apply. Viadrina is actively committed to diversity and equality for all employees in its personnel policy. People victims of racism, with a family history of migration or flight, trans* inter* and non-binary people as well as people with disabilities are expressly encouraged to apply. People with a severe disability or equivalent condition will be given priority if they are equally suitable and qualified. It is advisable to indicate any (severe) disability in the application. If you have any questions about the job advertisement or about equal opportunities and inclusion measures, please contact the Equal Opportunities Officer, the representative for severely disabled persons or the Equal Opportunities Department. All inquiries will be treated confidentially.

The closing date for applications is April 21, 2024.

If you have any questions about the position, please send an e-mail directly to the Viadrina EU Officer, Dr. Geny Piotti: piotti@europa-uni.de

The application data will be deleted immediately after completion of the selection procedure.