



STIFTUNG
EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)



Creating knowledge. Promoting encounters. Shaping the future.

Job Posting

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

Coordinator of the European University Alliance ERUA (m/f/d/x) at Viadrina

Identification Number: 1430-24-01

(Up to salary group 13 TV-L,

40 hours/week, part-time possible)

to be filled. The position is limited until October 31, 2027, with the option of a 24-month extension. The ideal starting date for this position is as soon as possible.

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

Your tasks will include:

- Leading and coordinating the activities of the ERUA team at Viadrina: conception, planning, steering, coordination, and optimization of project processes; progress monitoring in relation to the project's goals and commitments: tasks, work packages, deliverables, milestones
- Coordination of ERUA reporting at Viadrina and quality assurance
- Monitoring the ERUA budget at Viadrina in cooperation with the Finance Department
- Integration and anchoring of ERUA and possibly other future ERUA initiatives at Viadrina
- Preparation of decision papers on ERUA for the university management
- Participation in regular meetings with the partner universities and involvement in the management of the alliance
- Participation in the strategic development of the alliance

Your profile includes:

- A completed academic university degree, a doctorate is desirable.
- Relevant knowledge and experience in the management of international projects, preferably EU projects
- Knowledge and experience in the field of change management
- Strong conceptual and analytical skills as well as the ability to understand complex issues and present them in a generally understandable way
- Independent, proactive, and collaborative way of working
- Problem-solving and results-oriented approach, combined with strong teamwork skills
- Very good communication skills with different target groups and stakeholders
- Excellent written and spoken German and English (min. C 1). Knowledge of other Alliance foreign languages is an advantage.

Our Offer:

- Compensation according to TV-L tariff, including a holiday allowance
- Wide-ranging benefits (e.g., pension scheme ([VBL](#)), job ticket)
- 30 days of recreational leave, plus two recreational days on 24th/31st December
- Work at a vibrant university with an international profile in the heart of Europe
- Flexible working arrangement with the option for home office and mobile work
- Family-friendly working conditions with childcare advice and support, as well as support for care for family members (search [Viadrina Family Office](#))
- Diversity-sensitive health management and support
- A wide range of [training and further education opportunities](#)

The university aims to increase the representation of women and strongly encourages qualified female applicants to apply.

Viadrina actively promotes diversity and equality for all its employees in its policies. Individuals affected by racism, those with a family history of migration or displacement, trans*, inter*, and non-binary individuals, as well as people with disabilities, are strongly encouraged to apply.

Persons with disabilities or equivalent status will be given priority consideration if they have equal qualifications. It's recommended to mention any potential disabilities in the application.

If you have questions about the job posting or regarding equal opportunity and inclusion measures, feel free to reach out to the [Equal Opportunity Officer](#), the [Representative for Employees with Disabilities](#), or the [Equal Opportunity Department](#). All inquiries will be treated confidentially.

The application deadline for this position is March 6, 2024.

Interviews will be held in Frankfurt (Oder).

Please send your application with the usual documents (letter of motivation, CV, certificates) as a PDF file, quoting the above-mentioned identification number, to: bewerbung@europa-uni.de.

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.

All data relating to your application will be deleted immediately after the position is filled.