viadrina
Dialog und Transfer
gmbh

STIFTUNG
EUROPA-UNIVERSITÄT
VIADRINA
FRANKFURT (ODER)

Job Opening

The Kelso Professorship of Comparative Law, East European Business Law and European Legal Policy (Prof. Dr. iur. Jens Lowitzsch) at the Faculty of Business Administration and Economics, European University Viadrina invites applications for the position of a

Team Manager / Public Relations (m/f/d)
(up to salary group 13 TV-L, 20 hours / week)

for the period starting 1 January 2027 until 31 December 2028. The employment contract (formally to be concluded with **viadrina Dialog und Transfer gmbh**, a daughter of European University Viadrina administering the chair's funds) is currently limited to two years but subject to prolongation or increase in the number of working hours depending on available funding.

Background:

The **Kelso Professorship** was established in October 2010, endowed by the Kelso Institute for the study of economic systems (USA). Today it operates based on a cooperation agreement between the **Kelso Institute Europe** gGmbH in Berlin and **the European University Viadrina** Foundation, Frankfurt (Oder) of December 2021.

The Kelso Institute Europe and the Kelso Professorship conduct studies on policy design with a special focus on the energy transition and consumer co-ownership, employee financial participation, ownership and privatisation, insolvency and restructuring, as well as financial crises and their impact on the welfare state. The research of their interdisciplinary team (economics, law, sociology, political science, and engineering) is largely financed by third-party funding. The Kelso Professorship is a member of the Interuniversity Centre, comprising of Viadrina, Free University of Berlin, the University of Split and Université Paris 1 Panthéon-Sorbonne.

The Kelso Institute Europe and the Kelso Professorship organise events both in the context of our research activities and to communicate and disseminate results. This concern both the research and policy community and the general public and includes a broad variety of types of events (lectures, discussions, movie projections, concerts, annual summer celebration, etc.).

The **central task** of the Team- / Public Relations Manager is the **coordination and administration of the cooperation between the Kelso Institute Europe and the Kelso Professorship** at Viadrina including team building, public relations as well as knowledge and data management.

Your tasks include:

- Team building, staff management and coordination of between the two offices (main office is in Berlin; so far, we use MS Teams and a.b.s. rz for Payroll accounting);
- Public relations and event management at the Kelso Institute Europe including coordination of the website (https://kelso-institute-europe.de/) and social media presence;
- Development & implementation of a strategy for knowledge / data management (organisation of / access to various data repositories like GoogleDrive / Zotero, etc.)
- Supporting proposal writing and support in the administration of successfully acquired third-party funded projects;
- Supervision of third-party funded projects and collaboration with European University Viadrina's administration, in particular regarding personnel and travel expenses;
- Editing and technical editing of publications and activity reports;

- Coordination of the Kelso Institute Europe's activities in Berlin with those of the Kelso Professorship at the Viadrina in Frankfurt Oder (80 km from Berlin);
- Communication and networking with other Viadrina chairs, the Master of European Studies programme, the Institute for European Studies (IFES).

Your profile includes:

- Successfully completed university degree in the field of law, economics, business administration or social sciences (minimum Master's level);
- Sound team management and communication skills and relevant practical experience;
- Experience in public relations and both website and social media communication;
- Good event management and knowledge/data management skills and relevant practical experience;
- Experience in the development, implementation and documentation of interdisciplinary projects in a scientific research context, ideally third-party funded;
- Experience in the acquisition, administration and accounting of third-party funds;
- Experience in project management & reporting and excellent computer skills (MS Office);
- Very good written and spoken communication skills (German, English), knowledge of other languages an advantage;
- Confident and communicative demeanour in contact with scientists, lecturers and teaching staff as well as partners from practice, business, culture and politics;
- Strong teamwork skills, intercultural competence and interdisciplinary understanding.

We offer:

- Working and living at a research institution with an international profile providing opportunities for interdisciplinary exchange across the EU and worldwide;
- An Inclusive and family-friendly company culture – gender equality and promoting female research talents is one of our principal values;
- Peer support from colleagues – truly friendly atmosphere at work;
- Work-life balance and self-development/family friendly organizational culture due to flexible working hours.

The European University Viadrina aims at increasing the number of women among its staff and participates in the research-oriented gender equality standards of the German Research Foundation. Women with equivalent qualification shall be preferred.

Disabled applicants with equivalent qualification shall also be preferred. It is recommended to make reference to possible disabilities already in the application.

Please apply with the usual documents (cover letter, curriculum vitae, university transcript/ grade record, other references) and compiled in a single PDF document **until 15 November 2026** via email to kelso-professorship@europa-uni.de.