



Job Advertisement

Europa-Universität Viadrina is an internationally oriented and interdisciplinary university located in the twin city of Frankfurt (Oder)–Śluby on both the German and Polish sides of the River Oder. With around 4,000 students from all over the world, the university lives the European idea in everyday practice, promotes European integration through teaching and research, and brings together approximately 300 academic and 300 administrative staff members committed to fostering communication and cooperation with Eastern Europe.

The [International Office](#) is seeking to fill the position of

Project Officer for Student Support “Remote Law Campus” (f/m/x/d)

ID: 3300-26-02

(up to pay grade [Entgeltgruppe 9a](#) TV-L, 20 hours/week)

The position is available at the earliest possible date and is initially offered on a fixed-term basis until 31 December 2026. Continuation of the project beyond this date is intended, subject to funding.

The Remote Law Campus is a joint initiative of Europa-Universität Viadrina and the National University of Kyiv-Mohyla Academy (NaUKMA). Its aim is to provide Ukrainian law students with a safe, in-person study environment in Frankfurt (Oder) while enabling them to remain connected to higher education in Ukraine. The project strengthens German-Ukrainian academic cooperation and contributes to educating future professionals who will support the reconstruction of Ukraine.

You will assist the project coordinator at Viadrina; specifically,

your responsibilities will include:

- coordinating communication and cooperation between the participating faculties and administrative units of NaUKMA and Europa-Universität Viadrina
- organize and support the academic and administrative implementation of the programme, including timetable planning, room scheduling, and assistance for visiting lecturers, including travel arrangements
- support Ukrainian students with applications, enrolment procedures, and other academic matters
- provide individual assistance and support to students throughout their stay at Viadrina
- plan and implement information and communication measures to recruit students and contribute to the project's public relations activities
- organise meetings, workshops, and other exchange formats between the partner institutions

Your profil:

- successfully completed vocational training in an administrative field, or an equivalent qualification with knowledge of administrative and office procedures;

Applications from candidates holding a Bachelor's degree in any discipline are also welcome.

- knowledge of the higher education systems in Germany and Ukraine, as well as an interest in German-Ukrainian academic cooperation
- excellent communication, organizational, and coordination skills
- Native-level or equivalent proficiency in Ukrainian, good command of English or German (at least CEFR level B2)
- strong interpersonal skills, initiative, and a responsible, reliable working style
- ability to work independently, develop practical solutions, and adapt flexibly to changing circumstances

We offer:

- attractive salary in accordance with the German public sector collective agreement (TV-L), including regular salary increases and an annual special payment
- additional public sector benefits, including occupational pension scheme (VBL), capital-forming benefits, and a public transport ticket
- generous annual leave in accordance with the collective agreement, plus additional days off on 24 and 31 December
- flexible working arrangements and family-friendly working conditions and much more...

Please submit your application via our [online application portal](#) (<< click here) **by 24. July 2026.** (Application data will be deleted immediately after completion of the recruitment process.)

If you require assistance during the application process, please contact our Recruitment Team by phone at +49 335 5534 4522 or by email at bewerbung@europa-uni.de.

For questions regarding the position, please contact Anna Steinmann at duhn@europa-uni.de.

Europa-Universität Viadrina is committed to promoting diversity, equal opportunities, and inclusion. We strive to provide a discrimination-free working environment in which people of all backgrounds are welcomed, respected, and protected.

Further information: www.europa-uni.de/stellenangebote