If you enjoy a dynamic international working environment and like to work in a highly motivated and friendly team, you are exactly right with us, the Constructor University Bremen! You can expect an open corporate culture with flat hierarchies as well as interesting and challenging tasks. During your induction, you will be optimally prepared for your area of responsibility.

Become part of our Constructor Community and complete the team "Deans Office" in the north of Bremen as a

Dean’s Coordinator (m/f/d)

(Full-time (part-time possible), limited to 24 months)

The Deans’ Office serves as central contact point for all kind of academic requests as well university-intern as well as extern. The successful candidate will be part of a small team and mainly in charge of coordinating the academic activities within the School of Science.

Your responsibilities:

• Coordination and assistance in the further development of the graduate and undergraduate study program portfolio
• Supporting academic administrative processes, especially in drafting background papers and supporting documentation
• Supporting the academic hiring processes
• Organization and preparing proceedings of meetings
• Budget planning and financial controlling
• Preparation of events, presentations, and reports
• Collaboration with the Executive Office, and other administrative and academic units
• General Office Management

Your qualifications:

• Academic background with at least a master’s degree (ideally in a field related to the School of Science)
• Preferably experienced in one or more of the following areas:
  • higher education / science management or science funding acquisition,
  • Project management
  • Data analysis
  • Very good teamwork skills, flexibility and resilience
  • Excellent communication skills in English and German (spoken and written)
  • Excellent MS Office Skills
  • Experiences in digital communication and the usage of collaborative work platforms
  • A cooperative personality, open to engage in new topics.

What you can expect at Constructor University:

Constructor University unequivocally guarantees the academic freedom of every member of the faculty, as well as every other member of the Constructor University community. We encourage diversity in the University in ethnic, cultural, social, religious, political, and national backgrounds, as well as in individual lifestyle. Constructor University offers full equality of opportunity to all qualified applicants and is an equal opportunity employer.
- The result counts: trust working hours for work-life balance
- Possibility to work remotely
- Individual on-boarding, career- and development planning
- Company fitness program offers with EGYM Well Pass (former Qualitrain)
- Green campus with recreation areas, take the tour: https://info.constructor.university/campustour/
- Constructor University has extensive programs on sustainability and environmental sustainability

Your application:

For any further information regarding this position, please contact Johanna Elo-Schäfer (jeloschaefer@constructor.university) or job-application@constructor.university.

Apply today - it's simple and uncomplicated. We look forward to getting to know you. Click here to go to our website and proceed through the individual steps via the Apply Button.

The review of applications will begin immediately and will continue until the position is filled.

Please note that only applications submitted through the official application portal will be considered for recognition.

About Constructor University:

Constructor University (formerly Jacobs University Bremen gGmbH) is a private, state-accredited, English-language research university in Bremen. We are offering PreDegree, Bachelor, Master or PhD programs in three schools: School of Science, School of Computer Science & Engineering, School of Business, Social & Decision Sciences and are involved in the professional development of specialists and managers and in the transfer of knowledge. Our principles are first class research and teaching, international diversity and transdisciplinary cooperation. As an international university we attract highly talented and open-minded students from all over the world. Currently, more than 1,800 students from over 110 nations live and study on our residential campus.