

Jacobs University is a private, state-recognized, English-language research university in Bremen. It offers bachelor, master and PhD programs in the focus areas health, mobility and diversity and is involved in the professional development of specialists and managers and in the transfer of knowledge. The guiding principles include the highest standards in research and teaching, interculturality and systematic cross-disciplinary cooperation. The aim is to optimally prepare talents from all over the world for responsible tasks in a globalized world of work. More than 1,600 people from over 110 nations currently live and learn on campus.

The department „Academic Operations" (Focus Area Health, and Undergraduate Education) invites interested candidates to apply for the next possible date as a

Dean's Coordinator (m/f/d)

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

Job ID 21~25

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 Focus Area Health as well as in the area of undergraduate Education.

Your responsibilities:

- Coordination and assistance in the further development of the undergraduate study program portfolio
- Building and strengthening networks with industry partners, federations and research groups (including professors and their research staff)
- Assistance in acquisition of third-party-funding (fundraising)
- Budget planning and financial controlling
- Preparation of events, presentations, and reports
- Investment planning for laboratory infrastructure
- Marketing assistance
- Collaboration with the Executive Office, and other administrative and academic units
- General Office Management

Your qualifications:

- Scientific background with at least a Master's degree (ideally in a field related to the Natural Sciences, with laboratory experience)
- Preferably experienced in one or more of the following areas:
 - higher education / science management or science funding acquisition,
 - project management
- Very good teamwork skills, flexibility and resilience
- Excellent communication skills in English and German (spoken and written)
- Excellent MS Office Skills
- Experiences in the digital communication and the usage of collaborative work platforms
- A cooperative personality, open to engage in new topics.

We offer:

- Working on a modern campus
- Flexible working hours
- Easy accessibility by public transport and plenty of parking on the premises
- Various health and sports offer

Your application:

For further information regarding this position, please contact Werner Nau, email w.nau@jacobs-university.de, phone +49 421 200 4349.

Please upload your documents (letter of motivation, curriculum vitae and certificates) via our application tool on our website [here](#).

The review of applications will begin immediately and will continue until the position is filled.
Jacobs University is an equal opportunity employer.