

Jacobs University is a private, state-accredited, English-language research university in Bremen. We offer PreDegree, Bachelor's, Master's and PhD programs in the Focus Areas Health, Mobility and Diversity and are committed to the professional development of specialists and managers and to knowledge transfer. Guiding principles include the highest standards in research and teaching, interculturality, and cross-disciplinary collaboration. The aim is to optimally prepare talented individuals from all over the world for responsible tasks in a globalized working world. Currently, approximately 1,500 young people from over 110 nations live and learn on campus.

The department „Corporate Affairs” (Legal, Insurances, Data protection, Compliance, Audits & Corporate Office) invites interested candidates to apply for the next possible date as a

Corporate Affairs Officer (m-f-d), with legal focus

(Full-time; 38,5 hours/week; unlimited)

Job ID 22-10

Your tasks:

- Maintenance of sample contracts and texts in coordination with department management
- Documentation of consultations of the Corporate Affairs department (Legal, Internal Audit, etc.)
- preparing and coordinating internal and external meetings and events; organizing caterings
- Support in operational day-to-day business
- Processing incoming and outgoing mail from the Corporate Affairs (Legal) department
- Research activities on selected legal issues
- Support in the planning and execution of all legally relevant university activities
- Support in the preparation of legal opinions and statements
- Support in the drafting and review of contracts
- Support in monitoring the legal framework as well as legal developments and deriving the necessary recommendations for action
- Creation of a data archive according to a given concept
- Support in the area of data protection (in particular, maintenance of the "Cockpit" data management tool)
- Processing insurance policies; managing the insurance portfolio in coordination with department management
- Preparing and designing presentations
- Project "Handbook of Corporate Governance"

Your profile:

- Legal clerk, completed 1st state examination or equivalent (degree with legal background)
- Professional experience in a comparable position would be an advantage
- very good verbal and written communication skills
- Ability to work in a team and high social competence
- Responsible and independent way of working
- Very good organizational skills with high flexibility and willingness to perform
- Very good knowledge of the MS-Office package (esp. Excel and Word)
- fluent German and English, both written and spoken
- Hands-on mentality

We offer:

- The result counts: trust working hours for work-life balance
- Individual induction, promotion and development planning
- Free, extensive sports and health offers (currently under restrictions due to COVID 19)
- Green campus with recreation areas
- Jacobs University has extensive programs on sustainability, environmental sustainability, equal opportunities and high ethical values

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! 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.

Your application:

If you have any questions about the position, please contact Annika Kaisan (Head of Corporate Affairs) via Mail (A.Kaisan@jacobs-university.de) or send an e-mail to job-application@jacobs-university.de.

Please upload your informative documents with details of your availability and salary expectations in our [application management system](#).

The review of incoming applications begins immediately and ends when the vacancy is filled.

Jacobs University offers full equal opportunity to all qualified applications.