



The **Brandenburg University of Technology Cottbus-Senftenberg (BTU)** is a young, up-and-coming university and the only technical university in the state of Brandenburg. With more than 1,500 employees, the BTU is one of the largest employers in Lusatia. We offer all employees support in combining work and family life.

The following position in the area of the **Vice President for Internationalisation** is to be filled in Cottbus at the earliest possible date:

Project Manager EUNICE 4U (m/f/d)
limited until 31 October 2027, full-time, E 13 TV-L

Reference Number: 216/24

BTU is part of the European university network **EUNICE (European University for Customised Education)**, which consists of ten universities from different European countries with a common DNA: all universities are medium-sized and have strong local roots, they are undergoing a process of structural change and the students are the focus of interest. Tailor-made courses are created for these students in order to prepare them as well as possible for the European labour market. For the further development of the alliance, we are looking to recruit a project manager as soon as possible who will drive the alliance forward with commitment and innovative ideas.

These are your responsibilities:

Coordination of the "EUNICE4U" project funded by the European University Networks (EUN) at BTU, in particular:

- Coordination and active management of the information flow between the external and internal project partners involved as well as coordination and planning of the work with regard to the individual work packages described in the work programme ("Description of Work") in the fields of teaching, research, innovation and technology transfer, further education and digitisation
- Providing background information to inform strategic decision-making
- Coordination of work package 4 "Research-driven bridges among university, business & society": together with the lead university (University of Catania) coordination of the work in work package 4 as co-lead, progress review against the milestones and deliverables described in the work programme ("Description of Work"), communication and review of the work to be done with and at the partner universities
- Presenting the project and advising academics and administrative staff on networking opportunities within the project
- Maintaining contact with the project partners, representing BTU at alliance meetings, using and maintaining joint work platforms, supporting all BTU staff involved in coordinating their work in the individual work packages
- Project management: budget planning and monitoring, monitoring the progress of work with regard to the milestones described in the work programme ("Description of Work") and the deliverables for all work packages 1 to 5, preparation of technical reports, support of third-party funding management (HVP3) in the preparation of financial reports

Your Skills:

A university degree (accredited Master's degree, university diploma or equivalent) in a subject suitable for the position is required, for example language and cultural area studies, intercultural communication, international relations, economics or similar subjects equally suitable for the position.

You have the following knowledge and/or experience:

- very good knowledge of European funding structures and experience in the field of national and international funding programmes and their management
- very good knowledge of the German and European higher education landscape and European higher education policy, also through your own substantial experience abroad

- Relevant experience in project and process management
- Work experience in the field of internationalisation at a university/ in the academic sector, in public institutions or companies
- Experience of working independently with (international) partner institutions and networks
- Very good knowledge of written and spoken German and English
- Basic knowledge of project budget planning, management and control

Personally, you have strong organisational and coordinating skills as well as excellent communication and cooperation skills. You possess negotiation skills and intercultural competences. You have the necessary powers of persuasion, team spirit and commitment. Your good interpersonal skills and a good understanding of academic and university-specific contexts will help you to successfully complete the tasks mentioned. Furthermore, you are flexible, motivated and have a high degree of independence as well as a pronounced quality awareness. Your forward-looking and organised approach enables you to be successful even in work-intensive periods. Your profile is rounded off by your analytical and conceptual abilities as well as a willingness to travel domestically and abroad.

For further information about the vacant position, please contact Mareike Kunze, Head of International Relations Office (e-mail: mareike.kunze@b-tu.de, phone: +49 (0)355 69-3188).

Our Offer:

The BTU offers excellent conditions for a career in research and innovation. In addition, there are many advantages of Cottbus-Senftenberg such as convenient transport links to Berlin or Dresden and attractive and affordable housing in the Lusatian Lakeland.

If you want to play an active role in shaping change in Lusatia, become part of the BTU family. We look forward to getting to know you.

The BTU Cottbus-Senftenberg is committed to equal opportunities and diversity and strives for a balanced gender ratio in all employee groups. Applicants with a severe disability or of equal status will be given priority in the case of equal suitability for the position.

The submission of photos is not required.

Please note the more detailed [information on the selection process](#) on the BTU Cottbus-Senftenberg website.

Please send your application documents in a **PDF document**, stating the reference number, exclusively **by e-mail by 08.11.2024** to **Prof. Dr. Wolfram Berger, Vice President for Internationalisation, Brandenburg University of Technology Cottbus-Senftenberg**, e-mail: vp-internationalisierung@b-tu.de.



Publication date: 27.09.2024

Valid until: 08.11.2024