

Global thinking,
interdisciplinary research:
the spirit of Leibniz!



Nestled in a modern city surrounded by nature and with an exceptional standard of living, Leibniz University Hannover offers excellent working conditions in a vibrant scientific community.

On behalf of the EULiST University Alliance, the International Office welcomes applications for the following position starting at the earliest possible date:

Secretary General for the European University Alliance “European Universities Linking Society and Technology” (EULiST) (salary scale 13 TV-L, 100 %)

The fixed-term position is initially for a duration of 2 years, with the possibility of extension.

The successful candidate will be employed by Leibniz University Hannover, Germany, on behalf of the EULiST University Alliance, but must also be flexible in travelling and working at alternative Alliance facilities.

EULiST is an Alliance of universities in ten European countries that share a primary focus in the field of technological disciplines, in addition to their recognized strengths in the humanities and social sciences. Objectives include establishing a European borderless campus together with the partner universities and collaborating in research. Moreover, the Alliance aims to gain a firm foothold in the respective countries and regions for intensive cooperation between local society and regional institutions as well as national and international corporations, whilst promoting a European identity. Particular emphasis will be placed on green technology, diversity and interdisciplinarity.

Responsibilities and duties

- Be the central contact person of the Alliance and establish and maintain strong relationships with the governing bodies, Project Managers, with the members of the Alliance, in particular the Local Coordinators of the partner universities of the Alliance, and the Advisory Board.
- Coordinate EULiST Alliance activities and its development in line with the Alliance mission and vision towards achievement of given strategic aims and objectives and ensure the implementation and the follow up of the decisions taken by the Governing and Management Board.
- Coordinating the EULiST Alliance development activities and ensure the alignment of all projects and initiatives of the Alliance.

- Assist the Governing Board of the Alliance and its chair in preparing meetings and enhancing decision taking processes.
- Establish a strong representation of the Alliance toward its European and international ecosystem (including other Alliances and networks, academics, industrials, public bodies, citizens). Lead and assist the implementation of a public relations plan (e.g. press releases, EULiST internet activities, including website, social media, info campaigns, newsletters, and sharepoint).
- Maintain contact with relevant academic bodies and organisations (e.g. EACEA, EUA, further Alliances).
- Establish collaboration with associated partners and local stakeholders.
- Compile and communicate information on funding opportunities.
- Acquire and assist the management of third-party funding.
- Management of finances concerning Alliance building processes and activities.
- Reports and quality assurance.

Who are we looking for?

To qualify for the position, applicants must hold a scientific university degree (Master or equivalent degree), have international experience, outstanding proficiency in English as well as sound knowledge of higher education, research and foundation landscapes in Europe and understanding and knowledge of European Union's decision-taking processes and structures. German language proficiency at B2 level will be a plus.

The Secretary General reports directly to the Alliance Governing Board Chair. The position is expected to support the Governing Board and its Chair, including accompanying him/her on visits to individual Alliance partners. Travel flexibility and travel ability is expected, even over a longer period of time.

Furthermore, the successful candidate is expected to have administrative skills within an academic context, experience in acquiring and managing third-party funding, as well as the relevant IT skills (e.g. MS Office, databases) and familiarity with the process of internationalisation of higher education institutions.

Experience in collaboration between international higher education institutions would be advantageous – specifically in coordination of international university networks and exchange programmes within Europe (also those outside of the ERASMUS programme, especially the European Research Area and European Economic Area). A high level of intercultural competence, the capacity to work in a team, experience in managing projects, the ability to work well under pressure, commitment and dedication, along with an aptitude for text production and good negotiation skills round off the profile.

Equal opportunities and diversity are core values at Leibniz University Hannover and at the EULiST Alliance. Our goal is to tap into individual potential and open up possibilities. We therefore welcome applications from anyone interested in the position, irrespective of gender, nationality, ethnic origin, religion or ideology, disability, age, sexual orientation and identity.

We strive towards a balanced and diverse workforce and a reduction in under-representation in accordance with the Lower Saxony Equal Rights Act (*Niedersächsisches Gleichberechtigungsgesetz – NGG*). We therefore particularly encourage applications for the above-mentioned position from women. Preference will be given to equally-qualified candidates with disabilities.

Why join us?

With more than 5000 employees, Leibniz University Hannover is one of the largest and most attractive employers in the Hannover region. We offer a vibrant interdisciplinary and international working environment, and promote personal and professional [development](#) ranging from subject-related skills to leadership and languages.

As a family-friendly university, working hours can be organised according to various flexible models. Remote work (mobile work, work from home) can therefore be arranged upon request. We support employees with [balancing work and family life](#), through services such as back-up childcare, childcare during school holidays, and parent-child offices, as well as providing individual advice regarding family responsibilities and caring for dependants.

Additional information

For further information, please contact Dr. Birgit Barden-Läufer (Tel.: +49 (0)511 762-2550;
Email: birgit.barden@zuv.uni-hannover.de).

Please submit your application including a letter of motivation and supporting documents like certificates and letters of recommendation in **English** by January 19th, 2025 electronically to

Email: internationaloffice@zuv.uni-hannover.de (subject line: "Application EULiST SG")

or alternatively by post to:

Gottfried Wilhelm Leibniz Universität Hannover

International Office

Dr. Birgit Barden-Läufer

"Application EULiST SG"

Welfengarten 1 A, 30167 Hannover

<http://www.uni-hannover.de/en/jobs>

Information on the collection of personal data according to article 13 GDPR can be found at:

<https://www.uni-hannover.de/en/datenschutzhinweis-bewerbungen/>