

Open Position

Chemnitz University of Technology is an established innovative scientific and educational institution, which takes on the challenges connected with the competition between the universities. It offers attractive employment for personalities with proven scientific excellence who want to contribute to the further innovative development. In the international context, Chemnitz University of Technology pursues these goals as the coordinating institution of the European University Alliance “Across”.

Across embodies the vision of a European Cross-Border University, encompassing nine partner universities across four border regions in Europe. Our unique collaboration allows us to address cross-border challenges arising from increased mobility demands and the legal, economic, and cultural disparities across national borders. Across aims to tackle these challenges through a variety of innovative activities carried out by 16 Task Teams, each with members from all partner universities.

Supporting these activities, the Across Office ensures successful implementation of an Erasmus+ project as well as efficient and effective operation of the alliance governance. Chemnitz University of Technology offers the following **position as scientific/academic staff** (subject to the approval and provision of third-party funding by the funding organisation)

Across Alliance Coordinator (m/f/x)

(100%, salary level up to EG 14 TV-L)

The fixed-term employment is scheduled to begin on 01.01.2025 and limited until 31.12.2028 (with the possibility of reappointment depending on further funding). It is subject to the Act of Temporary Employment in Higher Education (WissZeitVG) and the Saxon Law on Universities (SächsHSG) in the respective current version. Selection will occur according to suitability, qualification and professional performance. Chemnitz University of Technology aims to particularly support women and therefore explicitly asks for applications from qualified female candidates. Severely disabled persons or those with an equivalent status will be considered preferentially in accordance with SGB IX.

Key Responsibilities:

- Head of the Across Office and its team: Financial Officer, Communication Officer, Assistant
- Project coordination for the Erasmus+ project (and potential future projects):
 - Monitoring and ensuring the timeline for achieving defined activities, milestones and deliverables of the Across Task Teams as well as preparing comprehensive reports.
 - Budget responsibility.
 - Interaction with and compiling reports for the European Commission.

- Regular updating with project leadership at Chemnitz University of Technology.
- Regular contact and collaboration with individual partner institutions and facilitation of communication and collaboration among project partners.
- Ensure efficient and effective operation of Across governance:
 - Prepare agendas and documents for the Rectors Board and the Executive Board and ensure follow-up actions.
 - Support implementing Task Teams in relevant activities and encourage inter-team networking.
 - Organize and coordinate the ongoing development of Across.
 - Implement effective alliance knowledge management.
 - Represent Across at internal and external stakeholder events.

Your project results will be used for scientific publications and towards your own qualification. This position aims at advancing your scientific development.

If you are interested in joining an interdisciplinary, highly motivated team and in academically exploring a topic of high practical relevance, you should meet the listed requirements below.

Your Profile

- Proven project management experience, preferably in international academic environment and in a European context (Horizon, Erasmus+), with the ability to prioritize tasks and meet tight deadlines.
- A Master's degree. An MBA or equivalent management qualification is preferred, PhD is welcome.
- Expertise in organizational development, preferably with a sound organizational understanding of university processes.
- Strong organizational, time management, and communication skills (both verbally and written).
- Ability to work independently and collaboratively in multicultural and international environments and engaging with diverse cultures in distributed teams across various organizational levels.
- Attention to detail and strong capacity to maintain accuracy and thoroughness in all tasks, ensuring that all work meets high-quality standards and adheres to established guidelines.
- Knowledge of Erasmus+ guidelines and programs is a plus.
- Excellent command of English (minimum C1); proficiency in a second language of an Across university is preferred, particularly German to facilitate communication with the coordinating institution.
- Proficiency in state-of-the-art digital tools, in particular Microsoft Office, cloud document storage, project management tools.
- Availability to travel and working in different locations (up to 20% of working time).
- Strong service orientation.

Applicants have to fulfill the precondition of employment according to §73 SächsHSG.

We are looking forward to your application in English language. All applications with the usual documents need to be uploaded as a single combined PDF file under the following link no later than **3 December 2024**: <https://mytuc.org/cwxw>

Questions on the position can be directed to:

Dr. Benny Liebold

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You can find the relevant information on the collection and processing of personal data at https://www.tu-chemnitz.de/verwaltung/personal/public/Datenschutz/dse_dp.html.