

EDUC Mobilitási Program 2025

Örömmel értesítjük, hogy 25 pozíció nyílt meg az EDUC Staff Secondments Program keretén belül.

Amit kínálunk

Az **EDUC Staff Secondments Programme** egyedülálló lehetőséget kínál az adminisztratív munkatársak számára, hogy **minimum 2 maximum 6 hónapot** töltsenek egy másik EDUC egyetemen. **Az EDUC Egyetemi Szövetséghez tartozó nyolc egyetem egy vagy több nyitott pozíciót kínál 2025-re.**

Egy fő kiutazó kolléga részére az **EDUC Egyetemi Szövetség lakhatási támogatás biztosít**, amelyet választott desztinációtól függően **további juttatásokkal egészítünk ki.**

Miért jelentkezzen?

A program célja a nemzetköziesítésen túl a résztvevő kolléga és az őt fogadó team **nyelvi és szakmai kompetenciáinak** szélesítése.

Mik az előfeltételek?

A fogadóintézmény biztosítja:

- Munkaállomás
- Hozzáférés az intézmény informatikai rendszeréhez
- Segítség a szálláskeresésben (ingatlanközvetítő ajánlása)
- Kijelölt kapcsolattartó, aki segít a felmerülő adminisztratív kérdésekben
- Kéthetes betanulási terv a kezdeti szakaszra
- Szükség esetén támogatás a bevándorlási ügyekben

A kiutazó kollégák kiválasztása az alábbiak alapján történik:

- Releváns szakmai ismeret/tapasztalat
- A javasolt feladatokhoz kapcsolódó készségek és érdeklődés
- B2 szintű nyelvtudás (angol vagy a fogadó egyetem hivatalos nyelve)
- Önéletrajz és motivációs levél benyújtása
- Közvetlen vezető ajánlása és jóváhagyása
- A fogadó és küldő intézmény érintett szervezeti egységeinek jóváhagyása az utazó kolléga számára

Jelentkezés:

Határidő: 2024. október 15.

A nyitott pozíciók listája az alábbi oldalakon megtekinthető

Jelentkezési link:
[EDUC Staff Secondment programme](#)



Mobilitási Program 2025

Elérhető pozíciók: 3



Student Services Officer

Office: Language Center

Job responsibilities:

- Students registration
- Events organisation
- Exams organisation

Length of service: 2 months

Period of service: February-March or March-April and/or October-November

Working hours per week: 35 hours A maximum of 2 Saturdays during the period

Working language: French (B2 level minimum required)

Contact information: Chloé Doualle

cdoualle@parisnanterre.fr / +331 40 97 73 46

Student mobility coordinator (Asia)

– subject to exchange with a counterpart

Office: International Relations Office

Job responsibilities:

- Coordinate incoming and outgoing student mobility (from and towards Asia)
- Inform students about exchange mobility opportunities and application procedures
- Process applications and prepare the selection commission
- Coordinate nominations and applications, and liaise with partners
- Coordinate incoming student registrations
- Be in regular contact with University of Paris Nanterre's teachers for pedagogical follow-up
- Contribute to processing new or renew partnership agreements (if applicable during the period of the secondment)
- Act as an interface between the partner university and the University of Paris Nanterre.

Length of service: 6 months (open to discuss)

Period of service: January to June 2025

Working hours per week: 35

Working language: French (B2 level minimum required)

Contact information: Jennifer Major

major.j@parisnanterre.fr / +33 140 97 72 90

International Staff Week Coordinator

Office: International Relations Office

Job responsibilities:

- Lay the groundwork and prepare in advance an international staff week. The theme will have been defined in advance (e.g. International Relations, documentation, sustainable development, student commitment).
- Co-construct the programme with the department and any other departments concerned (planning, choice of speakers, activities, etc.)
- Prepare the communication and logistical organisation of the event. We are open to proposals and initiatives. The staff week should be based on exchange of best practices, but not only.
- Build a project team. Work closely with the departments of communications, education, partnerships, European projects, human resources and staff training.
- The staff week can be in the form of a Blended Intensive Programme.
- Give the event an international dimension.
- The position requires experience in organising staff weeks or summer schools or similar events (seminars, etc.).

Length of service: 3 months

Period of service: January-March

Working hours per week: 35 hours

Working language: French (B2 level minimum required)

Contact information: Jennifer Major

major.j@parisnanterre.fr / +33 140 97 72 90



Mobilitási Program 2025

Elérhető pozíciók: 2



Project Officer

Offices:

- The department of strategic transversal projects team, which accompanies the university's strategic projects from responses to call for projects to the recruitment of dedicated teams, and their operational/financial management
- [IRIS-E](#) (interdisciplinary research and innovative solutions for the environmental transition) project team, which aims to accelerate the social and ecological transformation of the Rennes metropolis and Brittany regional through research projects built with society (citizen science and interdisciplinarity), new trainings and transformative territorial governance and policies

Job responsibilities: The project officer supports the coordination efforts of projects led by the Department of strategic transversal projects and the IRIS-E project. It includes, but is not inclusive to:

- Project support: help the teams operate their daily tasks to progress the service and supported projects (administration, finance, partnership development, communication, support to research and training teams, continuous improvement)
- Event coordination: support the organisation of seminars, forums, public events in partnership with the civil society (through arts and innovative scientific mediation methods) to raise awareness and encourage cooperation on IRIS-E project's themes (environmental transition, interdisciplinarity, cooperation and citizen science)
- Impact evaluation: support the measurement of projects' impact, recommend ways of improvement, and share good practices based on experience from university of origin

Responsibilities can be discussed further with candidates and will be refined and communicated closer to the date, depending on projects' advancement needs.

Length of service: 6 months –(open to discuss)

Period of service: April onwards

Working hours per week: 35,5 working hours per week

Working language: French (B2 level minimum required)

Contact information: Roxane Valier-Brasier

roxane.valier-brasier@univ-rennes.fr / +33 223 23 31 26

International Officer

Office: International Affairs department

Job responsibilities (2 possibilities):

1. Within the cooperation office: Help in writing calls for projects, especially European projects; internal audit on cooperation activities; etc.
2. Missions related to international mobilities within the "Mobilities office"

Length of service: 2-3 months (open to discuss)

Period of service: To be discussed

Working hours per week: to be discussed

Working language: Mainly French (B2 level minimum required), but could also be English (B2 level minimum required) if needed

Contact information:

- Maëlle Flot / maelle.flot@univ-rennes.fr
- Chloe Duvivier / chloe.duvivier@univ-rennes.fr



Mobilitási Program 2025

Elérhető pozíciók: 1



UNICA

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DEGLI STUDI
DI CAGLIARI

Expert in Electronic Resource Management

Office: University Libraries

Job responsibilities: Assisting the electronic resources staff in managing the university's digital library (electronic journals, databases, ebooks) and the related tools and platforms (discovery tool, electronic resource management, full text finder).

Length of service: 2 months

Period of service: To be discussed

Working hours per week: to be discussed

Working language: Mainly French (B2 level minimum required), but could also be English (B2 level minimum required) if needed

Contact information:

Giovanna Frigimelica / risorseelettroniche@unica.it

