European Digital UniverCity

Call for participants

EDUC Staff Secondment 2026

We still have 12 positions that are open in the EDUC Staff Secondment programme.

What?

EDUC Staff Secondment programme offers a unique chance for our administrative staff to spend between 2 and 6 months working at another EDUC university.

All EDUC universities have offered between 1 and 6 positions during 2026.

Why?

This is an opportunity for both the host universities and visiting staff members to learn, grow, and exchange ideas.

How?

The host institution provides:

- a workspace
- access to the institution's IT systems
- help finding accommodation
- a local contact person to help with administrative issues and training
- an introduction to the institution, including a two-week schedule for the initial phase
- help with immigration matters, if necessary

Criteria for selection of outgoing staff:

- relevant field of work
- familiarity with tasks
- English or local language proficiency of B2 should be expected
- line's manager validation and recommendation
- approval of / feasibility for both hosting and sending institution's concerned departments of outgoing staff

Application:

EDUC Staff Secondment programme (nettskjema.no)

Deadline: 10 December (23:59)

Please find the list of positions in the pages below.

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Jaume I University

Staff Secondment 2026

Available positions: 6

Archivist

Office: Library- General Archive

Job responsibilities:
- cataloging paper archival funds
- collaborate in the management of electronic records

Length of service: 2-3 months (open to discuss)
Period of service: September-November (open to discuss)
Working hours per week: 35 (flexible)
Working language: Spanish (Catalan, if possible)

Contact information: Lidón París Folch
arxiu@uji.es /+34 964 72 94 73

Librarian (Dspace Expert)

Office: Library

Job responsibilities: developing a project for improving the institutional repository (Dspace), and assisting the librarian staff in managing the institutional repository

Length of service: 2 months
Period of service: January-February or May-June
Working hours per week: 35 (flexible)
Working language: Spanish (and English, if possible)

Contact information: Lidia París
lparis@uji.es +34 964 728 757

Communication Specialist

Office: Communication & Press Office

Job responsibilities:
- support the communication activities of the Communication & Press Office
- support UJI's international communication activities
- collaborate in the content creation for the international website and social media networks
- collaborate in the communication of EDUC within UJI and the alliance

Length of service: 2-3 months (open to discuss)
Period of service: from October 2025 to March 2026
Working hours per week: 20
Working language: Spanish and English

Contact information: Juan Salvador Pérez Villanueva
jperez@uji.es/ +34 964 729 493

UNIVERSITAT JAUME I

Language Assistant (French/Italian/German)

Office: Language and Terminology Service (Training Section)

Job responsibilities:
- collaborate in the creation of tasks and the organisation of accreditation tests
- facilitate French/German/Italian conversation groups
- collaborate in the activities of the Self-Access Language Learning Centre (tandem, workshops, et cetera)

Length of service: Open to discuss
Period of service: February-June
Working hours per week: 15-20
Working language: Spanish and Catalan
Contact information: Irma Mulet
vmulet@uji.es +34 964 729 473

Technical Specialist in Sports Management

Office: Sports Service

Job responsibilities: management of physical activity programmes, university competition, and sports facilities

Length of service: 3 months
Period of service: from 1 February to 1 May
Working hours per week: 35 (flexible)
Working language: Catalan, Spanish and English

Contact information: Carlos Hernando
hernando@uji.es/ +34 964 728 804

Software engineer for EDUC

Office: Information Technology Analysis and Development Unit (UADTI)

Job responsibilities:
- Integrating collaborative tools like Nextcloud

Length of service: 2 months
Period of service: from November 2025
Working hours per week: 35
Working language: Spanish/English

Contact information:
Ricardo Borillo Domenech / borillo@uji.es

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Staff Secondment 2026

Available positions: 1

UNICA UNIVERSITÀ DEGLI STUDI DI CAGLIARI

Digital Librarian

Office: Language Centre

Job responsibilities: assist the staff in managing the university's digital library (electronic journals, databases, ebooks) and the related tools, platforms (discovery tool, electronic resource manager, link resolver) and services.

Job tasks include (non-exhaustive list of examples):

- selection & acquisition of electronic resources,
- delivery (metadata update & management)
- communication
- reference
- usage statistics analysis
- APC monitoring
- Open Access/Open Science promotion

Requirements: previous experience of at least 6 months in the field & English level B2

Length of service: 2 months
Period of service: January-December
Working hours per week: 36
Working language: Italian - English B2

Contact information:
Giovanna Frigimelica / giovanna.frigimelica@unica.it

Staff Secondment 2026

Available positions: 1

Academic Administrator, External Relations Coordinator

Office: Faculty of Business and Economics Study Department

Job responsibilities:
- student administration
- support for foreign students

Length of service: 6 months (flexible)
Period of service: September 2025 - December 2026 (flexible)
Working hours per week: 40 (can be reduced to 20–30)
Working language: English

Contact information: Norbert Péter Nagy
nagy.norbert@ktk.pte.hu
+36 302 067 498

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University of Paris Nanterre

Staff Secondment 2026

Available positions: 2

Université Paris Nanterre

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

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

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Masaryk University

Staff Secondment 2026

Available positions: 2

MASARYK UNIVERSITY

Grant Manager for international research project

Office: Research and project support office at Fakculty of Social Studies

Job description:
We are seeking an experienced professional or a rising star in the administration of research projects with focus on international projects (ERC, MSCA, et cetera).

Job responsibilities:
- help scientists with setting up the work schedule
- provide assistance with writing certain parts of the project application
- help with visualization of the application
- provide feedback
- help with submission
- prepare instructions and manuals for future applicants
- help with communication strategy

Length of service: 2 or 3 months (open to discuss)
Period of service: autumn 2026
Working hours per week: 20
Working language: English

Contact information:
Eva Šlesinger / slesinger@fss.muni.cz

Pre-award Grant Manager/Administrator

Office: Grants Division of Research Office

Job responsibilities:
- editing Horizon Europe proposals
- facilitating communication in consortia
- designing project graphics
- compiling project spreadsheets

Length of service: 3 months
Period of service: February-April
Working hours per week: 30
Working language: English

Contact information:
grants@muni.cz / +420 549 49 1006

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