

# Call for participants

## EDUC Staff Secondment 2025

23 positions open



## Staff Secondments 2025

Available positions: 3



### Code: UPN 01 - Language

#### 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](mailto:cdoualle@parisnanterre.fr) / +331 40 97 73 46

### Code: UPN 03 - International

#### 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](mailto:major.j@parisnanterre.fr) / +33 140 97 72 90

### Code: UPN 02 - International

#### 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](mailto:major.j@parisnanterre.fr) / +33 140 97 72 90



## Staff Secondments 2025

Available positions: 2



### Code: UR 01 - Project

#### 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](mailto:roxane.valier-brasier@univ-rennes.fr) / +33 223 23 31 26

### Code: UR 02 - International

#### 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](mailto:maelle.flot@univ-rennes.fr)
- Chloe Duvivier / [chloe.duvivier@univ-rennes.fr](mailto:chloe.duvivier@univ-rennes.fr)



## Staff Secondments 2025



**1 available position:**

**Code: UJI 01 - Language**

### Language Advisor

**Office:** Training Section of the Service of Languages and Terminology

**Job responsibilities:**

- Coordinate (and/or teach) language courses
- Coordinate accreditation exams
- Coordinate the Self-Access Language Center and its activities

**Length of service:** Open to discuss

**Period of service:** February-July

**Working hours per week:** 35

**Working language:** English

**Contact information:** Irma Mulet Vilar  
[vmulet@uji.es](mailto:vmulet@uji.es) / +34 964 72 94 73



## Staff Secondments 2025



### Available positions: 4

#### Code: USN 01 - Tech/Admin

##### E-learning Technical Developer/Administrator

**Office:** USN eDU, Unit for Digitalisation and Quality

**Job responsibilities:** Contribute to the administration and high level support on one or more of the following learning management system (Canvas), Zoom, Panopto and so on. Problems related to GDPR, support, assisting teachers in using these learning systems, and so on,

**Length of service:** Open to discuss

**Period of service:** Anything except June-August

**Working hours per week:** We are flexible (50-100% work load is acceptable)

**Working language:** English

**Contact information:** Svend Andreas Horgen  
[svend.a.horgen@usn.no](mailto:svend.a.horgen@usn.no) +47 95 14 97 31

#### Code: USN 03 - Media

##### Media Producer

**Office:** USN eDU, Unit for Digitalisation and Quality

**Job responsibilities:**

- Producing video for use in the university
- Streaming

**Length of service:** Open to discuss

**Period of service:** Anything except June-August

**Working hours per week:** We are flexible (50-100% work load is acceptable)

**Working language:** English

**Contact information:** Svend Andreas Horgen  
[svend.a.horgen@usn.no](mailto:svend.a.horgen@usn.no) +47 951 49 731

#### Code: USN 02 - PE

##### E-learning Pedagogical Engineer / Tutor

**Office:** USN eDU, Unit for Digitalisation and Quality

**Job responsibilities:** Inspire professors with using digital solutions in their teaching and learning. Various projects related to using ICT in teaching and learning. Assisting in University pedagogy courses.

**Length of service:** Open to discuss

**Period of service:** Anything except June-August

**Working hours per week:** We are flexible (50-100% work load is acceptable)

**Working language:** English

**Contact information:** Svend Andreas Horgen  
[svend.a.horgen@usn.no](mailto:svend.a.horgen@usn.no) +47 95 14 97 31

#### Code: USN 04 - Sustainability

##### Sustainability Advisor / Team Member

**Office:** USN Sustainability, Unit for analysis, strategy and institutional governance

**Job responsibilities:**

The Sustainability Advisor will be part of a small team working with a strategic institutional project initiating sustainability discussions and implementation of sustainability in research, study programs, strategies and collaboration with external actors from both private and civil sector. Collaboration across disciplines and implementation of sustainability is the core of the project.

**Length of service:** Open to discuss

**Period of service:** January-June

**Working hours per week:** 37

**Working language:** English (and Norwegian)

**Contact information:** Annette Bischoff  
[annette.bischoff@usn.no](mailto:annette.bischoff@usn.no) / +47 971 77 203



## Staff Secondments 2025

### Available positions: 6



PÉCSI TUDOMÁNYEGYETEM  
UNIVERSITY OF PÉCS

#### Code: PTE 01 - International

##### International Coordinator, International Communication

**Office:** International Directorate

**Job responsibilities:**

- Building international partnerships, in particular along the EDUC Association's international networking map
- Helping to establish contacts
- Supporting the organisation of intercultural events

**Length of service:** 3 months

**Period of service:** Flexible

**Working hours per week:** 20

**Working language:** English

**Contact information:** Péter Árvai / [arvai.peter@pte.hu](mailto:arvai.peter@pte.hu)

#### Code: PTE 03 - Incoming

##### Trainer, Career Counsellor

**Office:** Education Directorate Career Office

**Job responsibilities:**

- Providing training and career and life guidance to foreign students.
- Participating in the organisation and development of training for incoming first-year international students.
- Preparing communication materials in English.

**Length of service:** 6 months

**Period of service:** January-July

**Working hours per week:** In blocks of 15-20

**Working language:** English

**Contact information:** Beáta Magyari  
[magyari.beata@pte.hu](mailto:magyari.beata@pte.hu) / +36 301767475

#### Code: PTE 05 - Admin/Incoming

##### 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

**Period of service:** January-July

**Working hours per week:** 10

**Working language:** English

**Contact information:** Zsófia Berta / [office@szkk.pte.hu](mailto:office@szkk.pte.hu)

#### Code: PTE 02 - Media

##### Administrative Employee

**Office:** Faculty of Business and Economics Marketing Office

**Job responsibilities:** Social media content production, ad management, campaign planning and execution, market research in selected target countries

**Length of service:** Maximum 6 months

**Period of service:** Flexible

**Working hours per week:** 40 (20 or 30 hours), with up to 8 hours a day, but we can be flexible up to 4 or 6 hours

**Working language:** English

**Contact information:** Ákos Nagy  
[nagy.akos@ktk.pte.hu](mailto:nagy.akos@ktk.pte.hu) / +36 303 54 73 71

#### Code: PTE 04 - Editor

##### Journalist / Editor

**Office:** University Language Centre (CLA)

**Job responsibilities:**

- Website management of [international.pte.hu](http://international.pte.hu) and [univpecs.com](http://univpecs.com)
- Content management
- Writing news articles
- Writing and editing texts for print publications
- Social media communication

**Length of service:** 3 months

**Period of service:** February-April

**Working hours per week:** 30

**Working language:** English

**Contact information:** Éva Harka:  
[harka.eva@pte.hu](mailto:harka.eva@pte.hu) / +36-30-7011724

#### Code: PTE 06 - Admin

##### Administrative, research support

**Office:** Szentágotthai János Research Centre

**Job responsibilities:** Carrying out administrative tasks, procurement, tendering and organisational tasks required in the operation of research teams.

**Length of service:** 3 months

**Period of service:** April-July

**Working hours per week:** 10

**Working language:** English

**Contact information:** Zsófia Berta / [office@szkk.pte.hu](mailto:office@szkk.pte.hu)



## Staff Secondments 2025

Available positions: 5

MASARYK  
UNIVERSITY

### Code: MU 01 - Tech

#### UX Manager

**Office:** Career Center

**Job responsibilities:**

- Current Career Center web pages administration
- Web design and development of the new web pages
- Editing in Umbraco
- UX design a UX development

**Length of service:** 2 months

**Period of service:** January-June

**Working hours per week:** 20-30

**Working language:** English BEC 2

**Contact information:**

- Mai Hoa Nguyenova / [nguyenova@czs.muni.cz](mailto:nguyenova@czs.muni.cz)
- Monika Mikulova / [mikulova@kariera.muni.cz](mailto:mikulova@kariera.muni.cz)

### Code: MU 02 - Language

#### Commercial/Project Coordinator or Manager for Summer Schools

**Office:** Language Center

**Job responsibilities:** Communication with participants and teachers, logistics of the courses, preparing materials for the summer schools

**Length of service:** 2 months

**Period of service:** Ideally June-July

**Working hours per week:** Any

**Working language:** English BEC 2

**Contact information:**

- Mai Hoa Nguyenova / [nguyenova@czs.muni.cz](mailto:nguyenova@czs.muni.cz)
- Alena Hradilova / [alena.hradilova@cjv.muni.cz](mailto:alena.hradilova@cjv.muni.cz)

### Code: MU 04 - Event

#### Event Manager/Event Coordinator

**Office:** Career Center

**Job responsibilities:**

- Cooperation with employers
- Responsibility and project management of specific Events – e.g. job fair JobChallenge
- Design, planning, organisation of events
- Final event reports – feedback statistics

**Length of service:** 2 months

**Period of service:** January-June

**Working hours per week:** 20-30

**Working language:** English BEC 2 or Spanish

**Contact information:**

- Mai Hoa Nguyenova / [nguyenova@czs.muni.cz](mailto:nguyenova@czs.muni.cz)
- Monika Mikulova / [mikulova@kariera.muni.cz](mailto:mikulova@kariera.muni.cz)

### Code: MU 03 - Language

#### Marketing/PR/Social Media Specialist or Manager

**Office:** Language Center

**Job responsibilities:** Social media, LC web, interaction with LC staff, LC events (planning and production), advertising, public relations

**Length of service:** 2 months

**Period of service:** Anytime

**Working hours per week:** Any

**Working language:** English BEC 2

**Contact information:**

- Mai Hoa Nguyenova / [nguyenova@czs.muni.cz](mailto:nguyenova@czs.muni.cz)
- Alena Hradilova / [alena.hradilova@cjv.muni.cz](mailto:alena.hradilova@cjv.muni.cz)

### Code: MU 05 - Career

#### Career Consultant

**Office:** Career Center

**Job responsibilities:**

- career and professional-psychological consultancy
- career and development programmes preparation
- students' and graduates' coaching and preparation for the selection process/interviewing, assessment centers

**Length of service:** 2 months

**Period of service:** January-June

**Working hours per week:** 20-30

**Working language:** English BEC 2

**Contact information:**

- Mai Hoa Nguyenova / [nguyenova@czs.muni.cz](mailto:nguyenova@czs.muni.cz)
- Monika Mikulova / [mikulova@kariera.muni.cz](mailto:mikulova@kariera.muni.cz)



## Staff Secondments 2025

### Available positions: 2



#### Code: UP 01 - International

##### International Office Sustainability Manager

**Office:** International Office (IO)

**Job responsibilities:**

- Sharing best practices and tools from the home university/ international office
- Assessing the IO's services, processes and offer with a focus on sustainability – identifying needs and gaps therein
- Developing options for improving, adapting, and adding to the existing services, processes and offers
- Examples of projects at the IO:
- Sustainable offer of short-term mobility programmes for outgoing students
- Sustainable engagement and communication with different target groups
- Sustainable partnership management
- Sustainable acquisition of internship partners working with other units on intersectional projects (e.g. sustainable travel with Divisions 3.A & 4.A and the Green Office)

**Length of service:** Open to discuss

**Period of service:** Negotiable

**Working hours per week:** Negotiable, but at least 20

**Working language:** English (and German, if possible)

**Contact information:**

- Katharina Schmitt / [kath.schmitt@uni-potsdam.de](mailto:kath.schmitt@uni-potsdam.de)

#### Code: UP 02 - Language

##### Instructional Designer

**Office:** Center for Languages and Key Competences

**Job responsibilities:**

- Sharing best practices and tools from the home university/ language center
- Assessing the Zessko's offer (language courses + self-learning offer) with a focus on methodology and tools used (e.g. for instruction and exams)
- Identifying needs and gaps in the existing offer
- Developing options for improving, adapting, and adding to the existing offer
- Possible projects from the Zessko's offer:
- Asynchronous German language course
- Intercultural competence certificate
- E-portfolio tool
- Writing assistance
- Presentation coaching
- Study preparation
- Working with other units on intersectional projects (e.g. the International Office for an intercultural competence project, or the Center for Quality Development in Teaching and Learning for the Online-Self-Assessment project)

**Length of service:** Open to discuss

**Period of service:** Open to discuss

**Working hours per week:** Negotiable, but at least 20

**Working language:** English (and German, if possible)

**Contact information:**

- Dr. David James Prickett / [david.prickett@uni-potsdam.de](mailto:david.prickett@uni-potsdam.de)
- Samira Luna Villanueva / [samira.luna.villanueva@uni-potsdam.de](mailto:samira.luna.villanueva@uni-potsdam.de)

