

## 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 \(nettskjema.no\)](https://nettskjema.no)**

**Deadline:** 10 December (23:59)

**Please find the list of positions in the pages below.**



## 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](mailto: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](mailto: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](mailto:jperez@uji.es) / +34 964 729 493



#### 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](mailto: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](mailto: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](mailto:borillo@uji.es)

## Staff Secondment 2026



UNICA

UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI

## Available positions: 1

### Digital Librarian

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**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](mailto:giovanna.frigimelica@unica.it)

## Staff Secondment 2026

### Available positions: 1

#### Academic Administrator, External Relations Coordinator

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**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@tk.pte.hu](mailto:nagy.norbert@tk.pte.hu)

+36 302 067 498



## Staff Secondment 2026



## Available positions: 2

### Student Services Officer

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**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

### International Staff Week Coordinator

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**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 Secondment 2026

### Available positions: 2

MASARYK  
UNIVERSITY

#### Grant Manager for international research project

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**Office:** Research and project support office at Faculty 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](mailto:slesinger@fss.muni.cz)

#### Pre-award Grant Manager/Administrator

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**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](mailto:grants@muni.cz) / +420 549 49 1006