



ACEEU
ACCREDITATION COUNCIL
FOR ENTREPRENEURIAL &
ENGAGED UNIVERSITIES



International Project Coordinator

Published March, 2021

Job Description

About ACEEU

Accreditation Council for Entrepreneurial and Engaged Universities (ACEEU) has been established to shape the future of higher education by promoting the creation of third generation universities. We understand these universities as those that go beyond education and research to create greater socio-economic impacts through entrepreneurship and engagement. Our claim “Your path to recognised excellence in entrepreneurship and engagement” highlights our main goals: (1) independently evaluating their performance, and (2) celebrating their achievements for international recognition.

At the moment, ACEEU has an immediate need for **International Project Coordinator**.

Key Tasks

- Manage different international multi-stakeholder projects in different stages of the lifecycle
- Manages project officers, supervise and provides feedback to their work
- Liaise with project partners universities, hold meetings and communicate eloquently with different stakeholders
- Develop and implement different intellectual outputs (carry out interviews, create reports, surveys and other tools) as part of different projects
- Develop project timelines, identify key decision points, and ensure successful project execution
- Develop, document and explain eloquently new initiatives
- Contribute to continuous improvement and optimisation of processes
- Create, develop and support of creation of new project proposals
- Contribute to a range of other ACEEU tasks
- Report to ACEEU leaders (Chair and executive management)

What we offer

- A friendly work environment with flexible working hours
- A challenging position with a high level of independency
- An international working environment
- Gross salary ranging from €33.000 to 38.000 (40 hours/week) per annum depending on your profile, qualifications and experience

- Due to the current pandemic situation, the candidate will be **working from home**, but is expected to resume going to the office once the restrictions are lifted. Therefore, relocating to Münster would be required once the restrictions are removed.
- The initial contract for **one year, with the intention of long-term employment**.

Applicant Profile

- Proven track-record and at least 2 years of experience in project management (preferably in the area of higher education, quality assurance and accreditation management)
- Interest in the third mission of universities (entrepreneurship and engagement); prior knowledge is a plus
- Strong coordination skills with strong leadership potential and experience in managing people
- Exceptional communication skills and high levels of empathy and flexibility
- Strong presentation, persuasion and negotiation skills
- Ability to exercise a high degree of emotional intelligence, work ethic, with exceptional people skills
- Ability to take ownership of projects, take initiatives and create new processes, workflows and systems
- Ability to work independently to identify, analyse, and solve problems quickly & practically with minimum supervision or input
- Growth mindset and exceptional team-work skills
- Good eye for details, design and attractive presentation of information
- Ability to bring innovative and creative ideas and solutions to the table
- Proven ability to organize and coordinate multiple events, projects, and tight deadlines simultaneously
- No 9-to-5 mentality
- Good command of MS Office; skills in Adobe products (InDesign, Photoshop etc.) is a plus
- Fluent in English (company language is English)
- **Valid work permit for Germany or ability to get one**

How to Apply

Please send **1) your CV, 2) a motivation letter and 3) a video (up to 3 minutes) explaining what you think ACEEU can improve in its European Project Unit**
<https://www.aceeu.org/about/euprojectsunit>

Please send your full application to Adisa Ejubovic, ACEEU Executive Manager:
ejubovic@aceeu.org

Only complete applications will be considered.

Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis.

Successful candidates will be invited to a series of interviews.

Due to the high volume of applications, ACEEU regrets that **it cannot acknowledge all applications** received.