



ACEEU
ACCREDITATION COUNCIL
FOR ENTREPRENEURIAL &
ENGAGED UNIVERSITIES



Junior International Project Officer

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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.

Due to an influx of projects, ACEEU is hiring **Junior International Project Officer start as soon as possible**.

Key Tasks

- Manage independently ACEEU’s contributions to international, multi-partner projects (incl. communication with partners, research work, analysis and creation of reports, organisation of events and attendance of meetings, presentation and dissemination of results). Explore our current projects at www.aceeu.org/about/projects
- Contribute to the development of new project proposals both independently and as part of a team
- Work on a small ACEEU flagship project (5% Project)
- Support other team members in their project work
- Contribute to a range of other ACEEU tasks and initiatives

What we offer

- A friendly work environment with flexible working hours
- A challenging position with a high level of independency
- An international working environment and travelling
- Gross salary of €2200 (40 hours/week) + yearly Christmas bonus of €1.540
- Hybrid work culture (2 days work from home; 3 days work from the office)
- The initial contract for one year, with the intention of the extending the contract

Applicant Profile

- Practical experience in project management and administration (preferably in the area of ((higher) education). Applicants without relevant experience would be considered if they demonstrate relevant competencies
- Interest in the third mission of universities (entrepreneurship and engagement); prior knowledge is a plus
- Excellent organisational and presentation skills
- Strong coordination / project management skills
- Strong interpersonal skills, ability to communicate effectively, both in written and verbal form
- Fluent in English (company language is English), German knowledge is desired/valuable
- Hands-on (getting things done) mentality, and used to work both independent as well as in a team
- Analytical thinking and entrepreneurial mindset
- No 9-to-5 mentality
- Good command of MS Office; skills in Adobe products (InDesign, Photoshop etc.) and project management software is a plus
- **Valid work permit for Germany or ability to get one**

How to Apply

Please send **your CV, a motivation letter and a video (up to 2 minutes) explaining what value you can bring to ACEEU**

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.