



## **4EU+ European University Alliance Secretariat General, Office Manager Heidelberg, Germany**

### **About 4EU+**

**The 4EU+ European University Alliance** has a mission to develop a barrier-free and continuously deepening cooperation in education, research and innovation within the Alliance, based on shared European values. The six members of 4EU+ are large, public, well-established universities that are comprehensive and research-intensive. They are also the top universities in their respective countries (Charles, Heidelberg, and Sorbonne Universities, and the Universities of Copenhagen, Milan, and Warsaw).

This network can be represented as an ever-widening circle, which extends out from the 4EU+ members to include associated partners, external partners and society at large.

4EU+ aims to serve as a touchstone for quality in the European Higher Education and Research Area, by building a cross-institutional, integrated university system, boosting access to best practices and integrating lessons learned to the benefit of other institutions and society.

The 4EU+ European University Alliance was founded in 2018. The Alliance has spent the first two years consolidating the governance, as well as implementing the Erasmus+ European University Project granted by the European Commission. In 2021, the Alliance looks forward to implementing the Train4EU+ (H2020 SwafS) project also granted by the European Commission. The activities of 4EU+ nevertheless exceed beyond these projects.

In April 2021, 4EU+ founded an Association under German law, with its seat located in Heidelberg.

### **Open Position:**

General Secretariat Office Manager

### **Tasks & Responsibilities:**

The Office Manager provides global support to the Secretary General (SG), coordinates resources and manages day-to-day activities of the Association and General Secretariat. He/she provides specific support to SG's agenda and missions preparation. He/she simplifies administrative processes, contributes to the overall smooth functioning of the Association and General Secretariat and its coordination with the whole 4EU+ Alliance.

### **Tasks and responsibilities in brief:**

- assist the SG in all tasks and functions, give support for all operational aspects of her missions.
- maintain strong internal and external relations for the overall effectiveness of the management of General Secretariat office and liaise with the partner institutions, project coordinators, local offices, flagships, etc.
- proactively plan, organize, coordinate, schedule and communicate internal and external meetings
- support the planning and organization of the SG's agenda
- deal with incoming telephone calls, emails, and post, screen enquiries and requests
- diary and travel management for employees of the General Secretariat
- organize and maintain 4EU+ and Association files and records, database of contacts, etc
- keep records of the Association and General Secretariat expenditures; contribute to the annual Association business plan.
- contribute to events organization including interaction with partners for logistical support; support for internal and external 4EU+ communication
- contribute to producing documents, i.e. verbal notes, briefing papers, reports of meetings and missions, speeches and presentations.
- attend meetings and ensure the SG has all relevant information to handle the meeting at best.
- manage work in a confidential manner; provide guidance to others as necessary regarding sensitive/confidential information.

### **Type of contract**

FTE (5 days a week), based in Heidelberg

## **Skills, abilities and experience needed:**

- Bachelor's Degree in Communication, Social Sciences, Business Administration or equivalent
- 3 years of secretarial experience at a senior level
- Excellent ability to manage resources and anticipate needs.
- Excellent computer literacy, speed and accuracy.
- Excellent organizational skills, including ability to prioritize, multi-tasking, and ability to work effectively with minimal supervision.
- Excellent communication skills, both verbal and written.
- Proven ability to deal with discretion with confidential and sensitive dossiers and situations
- Experience in working within an international environment
- Proficiency in English in reading, writing and speaking; good command of German desirable
- Knowledge of another language of 4EU+ countries would be an asset.

## **Selection Process:**

**Candidates are requested to send by 22 May 2021 at the latest their complete CV, motivation letter and the full names of two referees with complete contact information to [isabelle.kratz@4euplus.eu](mailto:isabelle.kratz@4euplus.eu)**

Selected candidates will be contacted and interviewed by Secretary General and her deputies.

More about the 4EU+ Alliance is available [under this link](#).

For formal inquiries about the position, please write to:

**[isabelle.kratz@4euplus.eu](mailto:isabelle.kratz@4euplus.eu)**