

Rhine-Waal University of Applied Sciences in Kleve and Kamp-Lintfort, Germany, offers an innovative and international academic atmosphere combined with first-rate teaching and over 30 interdisciplinary bachelor's and master's degree programmes, the majority of which are taught in English. Rhine-Waal University of Applied Sciences is committed to excellence in research in engineering, technology, the natural and social sciences, and is home to some 6,000 students hailing from over 100 different nations.

Rhine-Waal University of Applied Sciences is located in the scenic Lower Rhine between the economic hub of the Rhine-Ruhr metropolis and the Netherlands. Its central European location ensures that both campus locations are easily accessible via three international airports: Amsterdam (Schiphol), Düsseldorf and Weeze.

We are currently inviting applications for the following vacancy in the Centre for Research, Innovation and Transfer, Kleve Campus, to be filled from July 1st, 2017:

Reference number 02/FZ/17

Research Associate (m/f) as Coordinator for the central Career Service

German TV-L pay scale level E13, fixed-term contract for 2 years, full-time

Your tasks:

- Coordination and process development of the cooperation with the Career Service positions in the faculties
- Main contact for employers in matters of internships, job offers and cooperation opportunities
- Maintenance of a job and internship portal (in cooperation with the faculties)
- Proactive approach and development of custom-fit solutions to provide a platform for national and international employers to connect with students and graduates
- Further development and maintenance of an accompanying communication concept to link and support networking between for scholarship holders of the Deutschlandstipendium and the sponsoring companies of Rhine-Waal University of Applied Sciences
- Main contact for labour market-related organisations such as the Bundesagentur für Arbeit (Federal labour office)
- Systematic organisation and continuous improvement of the external appearance of the Career Service via different communication channels like the website of the Career Service, etc.
- Development of interdisciplinary information material on the topic of career planning and development
- Development, organisation and evaluation of application and career workshops in cooperation with the Career Service positions in the faculties, the Centre for Academic Development and Quality and the Alumni Network of Rhine-Waal University of Applied Sciences

Your profile:

- Successfully completed scientific university degree in economics, social sciences or humanities, ideally with a focus on organization / personnel / further education
- Work experience in human resource management and/or training (application training or similar) as well as in event management
- Work experience outside higher education preferable
- Profound knowledge of the German higher education system
- Creative conceptual, structured and service oriented working method
- Coordination and organisation as well as planning skills
- Open and communicative personality
- English proficiency corresponding to level C1 of the Common European Framework of Reference for Languages
- German proficiency corresponding to level C2 of the Common European Framework of Reference for Languages
- Good knowledge of relevant IT applications

Applicants must have at least basic proficiency in German.

Rhine-Waal University of Applied Sciences is committed to the professional development and advancement of women. Female candidates are expressly welcomed and encouraged to apply. In accordance with the Gender Equality Act of North Rhine-Westphalia (*Landesgleichstellungsgesetz NRW*), in cases of equal suitability, aptitude and professional experience, female candidates shall be given preferential consideration over male candidates for vacancies in areas with proportionally fewer female employees, provided there are no specific, overriding reasons for giving preference to a specific male candidate.

In the event of equal suitability, preferential consideration will also be given to disabled candidates or candidates recognised as such by virtue of Section 2 (3) of the German Code of Social Law, Book IX (SGB IX).

Please submit only copies of your original documents and avoid any elaborate folders etc., as we are unfortunately unable to return applications to their sender. Please do not submit your application online or in electronic form.

Please send your application and all relevant documents in hard copy and postmarked by no later than 14th June 2017 to: **Dezernat Personal der Hochschule Rhein-Waal, Marie-Curie-Str. 1, 47533 Kleve, Germany.** Please specify the **reference number** in your application.