

Job offer: Head of EURECA-PRO International Relations Office - Digital officer for Student Mobility Management

Employer : [Université de Lorraine](#) - Direction des Relations Internationales et Européennes

Office location : 91 avenue de la Libération, Nancy or Ile du Saulcy, Metz, FRANCE

Duration : fixed-term public contract of 36 months (renewable)

Working time : Full time

Starting date : as soon as possible

Job category : A

Monthly gross salary: 3 300€ - 4 000€ according to profile and experience

Context

The [European University on Responsible Consumption and Production](#), in short EURECA-PRO, unites nine universities from eight different countries around Europe. EURECA-PRO derives its name from [Sustainable Development Goal 12 \(Responsible consumption and production\)](#) of the United Nations, the systematic implementation of which, in education, research, innovation and society, is at the core of EURECA-PRO's goals, strategies, and activities. EURECA-PRO long-term vision is to be leader in education, research and innovation in responsible consumption and production of goods and resources; and to be a European role model for inter-university cooperation across borders and the open integration of society.

The UL IRO (International Relations Office, or in French DRIE - Direction des Relations Internationales et Européennes) is the operational office of Université de Lorraine in charge of international and European affairs (i.e. Erasmus + projects, student and staff mobility, international student and staff welcome, hosting of international delegations, operational support to UL international strategy, etc). The office is made up of three divisions: institutional cooperation, international mobility, and international welcome.

Main missions

The Head of EURECA-PRO IRO will work in close interaction with the Université de Lorraine IRO, the EURECA-PRO local coordinator, the EURECA-PRO coordinator of [Montanuniversität Leoben](#), the EURECA-PRO partner IRO representatives, the EURECA-PRO operational task forces and offices in order to:

- Transform the existing International Relations Task Force into a joint IRO, which will be the EURECA-PRO IRO unique international office for the alliance.
- Lead the development and implementation of a joint mobility operations strategy aimed at improving (streamlining, automating, removing barriers) and institutionalising joint mobility processes on all levels, incl. the definition of Key Performance Indicators,
- Lead the design and implementation of a digital mobility monitoring system (which covers all types of mobilities - physical, hybrid and virtual) between all partners, in collaboration with the Information & Technology Task Force,
- Establish the EURECA-PRO Mobility Kiosk brand to visualise joint mobility activities and offers,
- Devise and implement a scholarship strategy which will address the evaluation of existing scholarships (such as Erasmus +) and their suitability for European University Alliances in their current format,
- Lead the development of staff weeks,
- Develop a concrete dissemination plan, with the EURECA-PRO Communication and Dissemination Centre,
- Contribute to the finalisation of the implementation of the European Student Card Initiative,
- Contribute to the writing of all kind of documents (e.g. process, position paper).

Profile required

Minimum required diploma: BSc.

Experience is required in both the following areas:

- project management and team leading,
- international relations and/or mobility management

Operational skills:

- Strong English proficiency with excellent oral fluency and proven writing skills
- Ability to report and communicate effectively.
- Ability to prioritize tasks and manage emergencies.
- Meeting facilitation skills.

- Diligence and attention to details.
- Simultaneous management of multiple activities.

Interpersonal skills: teamwork, leadership, pedagogy, listening and dialogue, empathy, flexibility, creativity, self-organisation, open-minded attitude.

Other desired experience or skills:

- experience in digital platform design
- professional fluency in French, German, Spanish, Greek, Romanian, Flemish, or Polish can be an additional asset

This position will require travelling in Europe.

[Université de Lorraine](#) is one of the largest universities in France; regrouping over 60.000 students and 7.000 employees throughout a network of Faculties, Technological Institutes, and Schools mostly based in NANCY and METZ. The university comprises [60 research laboratories](#) (hosting approx. 4.000 professors or assistant-professors); many of which are joint laboratories with national research institutes such as [INRAE](#), [INRIA](#), or [CNRS](#).

The city of [NANCY](#) is located in the northeastern French region [Grand-Est](#), in a European transborder area near Germany, Luxembourg, and Belgium, and only 1h30 from Paris by train. NANCY is a historical city of approx. 100.000 inhabitants, at the center of a larger [urban area](#) of approx. 500.000 inhabitants.

This medium-sized city combines affordability, proximity to country-side, and, with a fifth of the population being a university student, a dynamic and culturally-active livelihood environment.

For any enquiries, contact eurecapro-contact@univ-lorraine.fr

To apply, send a CV and a cover letter to eurecapro-contact@univ-lorraine.fr

Application deadline: position opened until filled.

Offer publication date : January 2024.