

## Vacancy at the German Jordanian University in Amman. Jordan

The German Jordanian University (GJU) is a public Jordanian university that is based on the model of German universities of Applied Sciences. It was established in 2005 upon an agreement between the German and Jordanian governments. At present, approximately 4,500 students are enrolled at GJU. All GJU bachelor students spend one year of their studies in Germany, while German students are invited to spend one or two semesters at GJU. The coordination of "German Dimension" therefore plays a central role in the bilateral student exchange.

For the Federal Government and the Federal Ministry of Education and Research in Germany, GJU is one of their most important international higher education projects, which is funded by the German Academic Exchange Service (DAAD) as part of the program "Transnational Education – Promotion of Binational Universities". The University of Applied Sciences Magdeburg-Stendal is the project-governing university in Germany. It has established a Project Office, which works closely with GJU.

At the "German Jordanian University" in Amman, the following position is vacant:

### Incoming Coordinator at the International Affairs Department

#### Job Tasks:

- Coordination of Incoming student mobility
- Regular correspondence and coordination with German & International partner universities
- Organizing intercultural trainings and giving preparation presentations for Incoming students
- Coordinating the nomination, application and registration process
- Coordinating the Study Buddy Program
- Planning and preparing network opportunities and feedback sessions for Incoming students
- Offering joint workshops together with Jordanian and German students
- Coordination with Deanship of Student Affairs and German Association Club for student activities
- Organization of Welcome and Farewell meetings for Incoming students
- Coordination of GJU's Summer School for German and International students
- Collaboration with DAAD and German political foundations (FES, FNF, HSS, KAS) based in Amman
- GJU Marketing at partner universities in Germany (Social media, testimonials, etc.)
- Regular consultation and coordination with GJU Project Office at University of Applied Sciences Magdeburg-Stendal
- Participation in conferences, events, committees

#### Qualifications:

- Bachelor Degree
- Work experience at a German university and/or a university abroad or in international organizations of at least one year
- Native in German & fluent in English language, Arabic is an advantage
- Experience in project management or program coordination
- Secure use of MS-Office programs (excellent command of Excel) and Social Media platforms
- High organizational talent & concise and structured work
- Confident and cultivated appearance
- Intercultural competence and resilience
- Willingness to participate in events e.g. student fairs, GJU Open Day, etc.

**Start: September 1<sup>st</sup> 2022**

**Remuneration for the position:**

The position is remunerated at GJU with a local salary according to the academic qualification. In addition, EU citizens receive a DAAD top-up, which is contractually agreed upon with University of Applied Sciences Magdeburg-Stendal as the project-governing German institution.

**Application Deadline:** 20<sup>th</sup> August 2022

**Application:**

Please send your application in German or English (cover letter, CV, certificates) as one PDF file to:

[iris.wildfeuer@gju.edu.jo](mailto:iris.wildfeuer@gju.edu.jo)

Iris Wildfeuer, Deputy Director, International Affairs Department, German Jordanian University

P.O.Box 35247, 11180 Amman – Jordan <http://www.gju.edu.jo/content/international-affairs-department-435>