

## Vacancies 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, for which they receive professional, linguistic and cultural preparation in the first three years. The "German Dimension" therefore plays a central role in all courses of study.

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 programme "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 two positions are vacant:

<b>A. Coordinator for Flying Faculty Program / Staff Mobility / International Visits (International Office)</b>	<b>B. Career and Internship Coordinator (Office for Industrial Links)</b>
<p><b>Job Tasks:</b></p> <ul style="list-style-type: none"> <li>▪ Process management of the Flying Faculty program</li> <li>▪ Planning, preparation and reception of delegation visits</li> <li>▪ Preparation of visit programs for Erasmus+ Incoming Staff Mobilities</li> <li>▪ Advising university members on funding and cooperation programs</li> <li>▪ Process management of the Staff Mobility Program ("Train the trainer")</li> <li>▪ Support of partner universities regarding the implementation of their summer schools at GJU</li> <li>▪ Organisation of the annual summer course Arabic Language and Culture for German exchange students</li> <li>▪ Organisation of the presentation event on Internationales Parlamentsstipendium (IPS) in cooperation with the German Embassy</li> <li>▪ Reliable and prompt response to inquiries from German and international university partners</li> <li>▪ Participation in conferences, information events, committees, business meals</li> </ul>	<p>The Office for Industrial Links (OIL) is facilitating and enhancing the overall university-industry relations, keeps in touch with companies, organises career fairs and entrepreneurial activities, supports GJU's Dual Studies tracks and consults students in their job and internship search in Germany, Jordan and internationally.</p> <p><b>Job tasks:</b></p> <ul style="list-style-type: none"> <li>▪ Supporting students during and before their internship semester in Germany</li> <li>▪ Revising application documents in German and English</li> <li>▪ Contributing to the development of processes to increase students' successful preparation and participation in internship programs</li> <li>▪ Career advising for students and graduates</li> <li>▪ Supporting career service related events &amp; workshops (planning, organization, documentation)</li> <li>▪ Reporting and documentation</li> <li>▪ Handling administrative office tasks</li> <li>▪ regular consultation and coordination with GJU Project Office at University of Applied Sciences Magdeburg-Stendal</li> </ul>

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<ul style="list-style-type: none"> <li>▪ regular consultation and coordination with GJU Project Office at University of Applied Sciences Magdeburg-Stendal</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ Master Degree</li> <li>▪ Experience in organizational and administrative work</li> <li>▪ Work experience at a German university and/or a university abroad or in international organisations of at least one year</li> <li>▪ Native speaker of German &amp; fluent English language skills, knowledge of Arabic of advantage</li> <li>▪ Secure use of MS-Office programs</li> <li>▪ High organisational talent &amp; concise and structured work</li> <li>▪ Confident and cultivated appearance</li> <li>▪ Intercultural competence and resilience</li> <li>▪ Willingness to participate in evening events as part of the guest service</li> </ul> <p><b>Start: 1st September 2020</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor degree in a relevant or related field</li> <li>▪ Native German (!) &amp; fluent English language skills, good Arabic skills a plus</li> <li>▪ Excellent listening, verbal and written communication skills with an affinity to work with students</li> <li>▪ First work experience (preferably in a management related field like HR, PR, Marketing, event management, consultation, career advising)</li> <li>▪ Ability to work independently and in a team in a structured manner</li> <li>▪ Intercultural communication skills and experience with German labor market</li> <li>▪ Comfortable using standard office software and social media, open to learn new software</li> </ul> <p><b>Start: 1st September 2020</b></p>
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**Application Deadline for both vacant positions:** 10<sup>th</sup> August 2020

**Remuneration for both positions:**

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

**Application:**

Please send your application documents with the explicit permission to forward them to DAAD (applications without that permission cannot be considered), electronically as a PDF file to:

<p><b>A. Coordinator for Flying Faculty Program / Staff Mobility / International Visits (International Office)</b></p> <p><a href="mailto:Stefanie.Kirsch@gju.edu.jo">Stefanie.Kirsch@gju.edu.jo</a>          Stefanie Kirsch          Deputy Director, International Office          German Jordanian University          P.O.Box 35247          11180 Amman – Jordan  <a href="http://www.gju.edu.jo/content/international-office-435">www.gju.edu.jo/content/international-office-435</a></p>	<p><b>B. Career and Internship Coordinator (Office for Industrial Links)</b></p> <p><a href="mailto:Britta.Kaehler@gju.edu.jo">Britta.Kaehler@gju.edu.jo</a>          Britta Kähler          Director, Office for Industrial Links          German Jordanian University          P.O.Box 35247          11180 Amman – Jordan  <a href="http://www.gju.edu.jo/oil">www.gju.edu.jo/oil</a></p>
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