



SECRETARY GENERAL OF THE ERUA EUROPEAN UNIVERSITY

ASSIGNMENT

Reporting structure: University of Paris 8.
 Address: 2 rue de la Liberté - 93200 Saint-Denis
 Category: A
 Position to be filled from: January 8, 2024
 Type of employment: Full-time (35:30 hours/week).
 Type of contract and duration (if contractual): 4-year fixed-term contract (+2 possible years' extension)
 All our positions are open to people with disabilities

JOB DESCRIPTION

DESCRIPTION OF THE EMPLOYER

The European Reform University Alliance (ERUA) brings together 81 faculties, 120.000 students and 10.500 staff (including academic and administrative staff) from 8 member universities : the University of Paris 8, the University of the Aegean (Greece), the New Bulgarian University (Bulgaria), SWPS University (Poland), the University of Las Palmas de Gran Canaria (Spain), the University of Macerata (Italy), the European University Viadrina in Frankfurt (oder - Germany), and the Mykolas Romeris University in Vilnius (Lithuania). ERUA also mobilizes more than 35 associated partners all over Europe, including the universities of Constance (Germany) and Roskilde (Denmark).

The University of Paris 8 is a higher education institution with 22 500 students, 1,200 research professors and more than 650 administrative staff. The university's mission is education and research. Its activities focus mainly on the humanities and social sciences, the arts and digital technology. It has 26 research units and 7 joint research units.

Since 2020, Paris 8 has been coordinator of ERUA Alliance, in charge of training (funded by Erasmus +) and the research (funded by Horizon2020).

DUTIES OF THE POSITION

After a 3-year pilot phase, the ERUA European University is further developing its structure and activities for a period of 4+2 years by creating a general secretariat.

Within this framework, the General Secretary oversees the implementation of the activities planned within the framework of the alliance. He/She steers the strategy and ensures that ERUA governance functions smoothly. He/She is the permanent contact for the presidents/rectors of the member universities and advises them on the strategies and policies to be implemented within the alliance. He/She ensures the coordination of the governance bodies of the alliance in particular the *Steering Committee*. He/She guarantees a balance between the members of the alliance and ensures that they are fully involved in the planned activities. He/She represents the alliance toward external partners and the European Commission.

Main activities :

- Inspire and lead the ERUA alliance and the dialogue between members and with external partners
- Mobilize and coordinate members for the successful structuring of the Alliance
- Initiate projects involving Alliance members and external partners
- Manage and coordinate ERUA levels of governance, at strategic and operational levels
- Report regularly to the BoR, coordinated by the Chairing Rector
- Provide support to the Chairing Rector in implementing the work plan of the Board of Rectors
- Oversee operations and project implementation and ensure that objectives are met, that deadlines are respected, and guarantee continuous quality improvement.
- Guarantee ongoing dialogue on behalf of the alliance and ensure reporting to the European Commission

- Represent the alliance to all relevant research and education stakeholders and policy-makers in Europe (ministries, agencies, university associations, etc.) and promote ERUA's vision, strategy and policies and their impact in the European higher education and research area.
- Organize and manage the secretariat's activities in close collaboration with the team at University of Paris 8, (the alliance's coordinating university), and the other member universities.

TRAINING, KNOWLEDGE AND SKILLS EXPECTED

- Master's degree or doctorate in a relevant field
- Proven and significant professional experience in managing Higher Education structures
- In-depth knowledge of the European higher education landscape, EU policies in the fields of education, research and innovation
- Excellent understanding and experience in managing the strategic issues of university alliances
- Proven skills in project management, particularly at European level
- Skills in developing strategies and policies related to higher education and research, drafting reports and framework documents
- Strong leadership and cobuilding skills and ability to manage multicultural teams
- Excellent interpersonal and diplomacy skills
- Ability to interact in several languages with a wide range of people, both internally and externally
- C1 level in English and B2 in French. Knowledge of other languages of the ERUA members countries will be an advantage
- Ability to work in a multicultural environment and to promote diversity and inclusion
- Experience in managing grants and fundings at European level

SALARY, BENEFITS AND WORKING CONDITIONS

- The salary shall be discussed upon successful preselection. Net salary will be approximately €5,000 per month (after tax), subject to variation based on relevant experience.
- The SG will be primarily based at the University of Paris 8 but will be expected to regularly visit each of the member universities over the period of their tenure
- Up to 2 days of remote working per week
- 51 days of annual leave
- Contribution to Parisian public transport costs
- Participation in complementary health insurance
- Sustainable mobility package for home-work journey

PEOPLE TO CONTACT AND SENDING APPLICATIONS

To apply, please send a **CV**, a **cover letter** and **at least two recommendation letters** to:

- job-ref-hg3fx251by@emploi.beetween.com

- **Sophie Wauquier**, Vice President International Relations and Academic Coordinator of ERUA, sophie.wauquier-gravelines@univ-paris8.fr

- **Rudward Akueson**, ERUA Administrative Coordinator, rudward.akueson02@univ-paris8.fr

- **Sylvie Mazinghien**, Recruitment Officer, sylvie.mazinghien@univ-paris8.fr

Application deadline: **04/12/2023**