Brandenburgische
Technische Universität
Cottbus - Senftenberg

The **Brandenburg University of Technology Cottbus-Senftenberg (BTU)** is a young, ambitious university and the only technical university in the state of Brandenburg. With more than 1,500 employees, the BTU is one of the largest employers in the Lausitz region and is particularly well known for the work-life balance it offers.

The following vacancy is to be filled at the **Language Centre** in Cottbus as soon as possible:

Academic Coordinator for the EUNICE Language Learning Centre
fixed termed contract until 31.10.2027, full-time, E 13 TV-L

Reference number: 191/24

The Language Centre offers a broad language learning portfolio. It is constantly working on the development of a language concept in support of the university's internationalisation strategy and the European university network EUNICE. The aim is to implement a common infrastructure and language learning programmes across all partner universities by 2027 in order to facilitate and promote language learning and teaching within the EUNICE network.

What your responsibilities will include:
Planning, organisation and management of all project activities related to the research-based conception, development and implementation of a common infrastructure; also planning, organisation and management of demand-based and action-oriented language learning and continuing education programmes within the EUNICE network

- Systematic mapping and analysis of all language learning opportunities in all EUNICE languages
- Conception, implementation and evaluation of a research-based needs analysis with the goal of developing a joint language learning and teaching network with all EUNICE partner universities in order to promote multilingualism and mobility and thus transculturality
- Conception, development and implementation of a strategy and a quality framework or quality management system for language learning and teaching, and for the joint use of resources
- Conception, development and implementation of communication strategies to promote multilingualism, mobility and transculturality
- Coordination, moderation and documentation of regular meetings
- Acquisition of third-party funding
- Preparation of reports, analyses, plans and forecasts to ensure target-oriented management of the project
- Public relations activities
- Administrative tasks associated with the project

Organisation and implementation of language courses aimed at EUNICE students and staff, also training for teaching staff, especially in foreign LSP teaching (up to 8 contact hours/week)

What you bring:
A university degree as defined by the TV-L pay scale (accredited Master's degree / university Diplom / equivalent) in a subject relevant to the position (linguistics and cultural studies, international relations, foreign language didactics, German as a foreign language or a similarly suitable subject) is required.

The following skills and experience are desirable:

- English language competence: at least CEFR C2
- Language competence (at least CEFR C1) in at least two other national languages in the EUNICE network, preferably including German
- Sound understanding of the didactics and methodology of foreign language teaching according to current research findings, including eLearning and performance measurement
- Experience in activity-orientated foreign languages teaching at degree level
- Experience in course design, curriculum development and contemporary teaching scenarios (e-learning, blended learning)
- Experience in international university cooperation
- Experience in the conception and realisation of international summer schools
- Experience in project coordination, networking and event organisation
- Experience with university administration processes
- Experience in acquisition and management of third-party funds
- Proficiency with modern communication, teaching and learning media

You are a person with a well-defined ability to work guided by research and to think strategically. You demonstrate initiative and flexibility and possess strong teamwork and communication skills. You can draw on previous experience in project management and can bring your with organisational and problem-solving and persuasive skills to bear on your responsibilities. Your profile is completed by transcultural competence, diplomatic talent, an ability to tolerate complexity and well-developed powers of observation.

For further information about the vacancy, please contact Katja Brachmann (e-mail: katja.brachmann@b-tu.de, phone: +49 (0)355 69-2782).

This is what we offer you:
We offer employment in accordance with the collective wage agreement of the *Länder* (TV-L). BTU staff benefit from flexible working hours, annual leave in accordance with TV-L, internal and external training programmes and active health management.

Become part of the BTU family. We offer you a stimulating work environment with a high potential for development and involvement. We look forward to receiving your application.

BTU Cottbus-Senftenberg is committed to equal opportunities and diversity and strives for a balanced gender ratio in all staff groups. Persons with a severe disability or of similar status will be given preference if they are equally qualified.

No photographs are to be submitted with the application.

Please note the detailed information on the selection procedure on the BTU website.

Please send your application documents in **PDF format**, **quoting the reference number, by e-mail only** to the **Language Centre of the Brandenburg University of Technology Cottbus-Senftenberg, e-mail:** katja.brachmann@b-tu.de. **Closing date for applications is 11.10.2024**