

EU4DUAL is the European University for Dual Education formed by the Alliance of 9 leading higher education institutions across Europe. Our vision is to become the global top-quality reference for Dual Education. We will form the largest integrated Dual-Education institution in the world – a multi-campus, multi-disciplinary institution, committed to close integration between academia, industry, and region. We intend to use our collective expertise to help solve global challenges of industry to society – using Dual Education to make Europe greener, more equitable, and more economically successful.

Baden-Wuerttemberg Cooperative State University (*Duale Hochschule Baden-Württemberg / DHBW*) is the first higher education institution in Germany which combines on-the-job training and academic studies and, therefore, achieves a close integration of theory and practice, both being components of cooperative education. With around 33,000 enrolled students and over 9,000 partner companies, DHBW counts as one of the largest higher education institutions in the German Federal State of Baden-Wuerttemberg. The university's official seat is in Stuttgart.

THE DHBW HEADQUARTERS IS SEEKING TO APPOINT THE POSITION OF A

Secretary General EU4Dual (TV-L 13, 100%), temporary

General Tasks and Responsibilities

The Secretary General is a member of the Governing Board of EU4Dual and a member of the Central Office cooperating closely with Institutional Coordinators and being responsible at each member institution for overseeing development and implementation of the EU4Dual vision, mission and cooperation plan. S/he manages a Stuttgart-based permanent team, which coordinates the implementation of all activities of the Alliance and provides the necessary support to facilitate cooperation, simplify administrative processes, overcome obstacles and respond swiftly to new initiatives and emerging issues concerning the Alliance.

The Secretary General assists and advises the Rectors/ Presidents in all institutional external affairs and diplomatic matters, including relations with EU4Dual member states, EU institutions, and third countries. The Secretary General maintains close contact with the European Commission, particularly DG Education, promoting the EU4DUAL vision, strategy, and policies. S/he also coordinates relations with the national and local authorities.

The Secretary General represents the Governing Board, directs and organizes the work of the Rector's Council Office, and has the decision-making power according to the statutes and regulations. S/he organizes and chairs the Governing Board Meetings and in that capacity coordinates information flow between the Board, Rectors's Council and the permanent team. The Secretary General guarantees the coherence and smooth operation of the EU4DUAL network system in accordance with the political decisions and policy guidelines of the Board of Governors. S/he ensures the transparency and efficiency of the procedures and the quality of the EU4Dual work.

Skills, Abilities, and Experience needed

The position requires a university degree (Master or equivalent, PhD is an asset). We seek applicants with an excellent command of German and English, excellent skills in coordination and organization, an excellent communication style, and networking skills. Successful candidates will have proven experience in managing projects, developing strategies and policies related to higher education and research, writing reports and policy documents. They will provide experience in running an international team. Furthermore, they will demonstrate understanding of current European policies and the functioning of EU institutions, especially in the area of higher education. An established network of contacts in the European research and education landscape is desirable.

Benefits

We offer you to be part of a new transformative and attractive educational project, in which you can develop your autonomy and grow both professionally and personally, in a respectful work environment, based on trust and cooperation. Your modern and well-equipped workplace is located in the center of Stuttgart. Staff benefits include flexible working hours, remote work, health promotion offers, and further training opportunities.

The salary is set out in a collective pay agreement known as „TV-L“. If all requirements are met, it will be according E 13 TV-L (https://lbv.landbw.de/documents/20181/42056/4_Tabellenentgelt+12-2022.pdf/b8b08801-7d41-7475-52ef-99395c3a3f08?t=1659693761252). The position is limited until December 31, 2026.

The DHBW's commitment to diversity and inclusion is of central importance to our success. As a university with worldwide university partnerships and internationally active dual partners, we know that our students and employees can only fully unfold their potential if they have the freedom to be themselves.

The university strives to increase the proportion of women in areas where women are underrepresented and therefore strongly encourages women to apply.

People with severe disabilities and persons of equal status will be given priority, if they have the same professional qualifications. The principles of the General Act on Equal Treatment are taken into account.

How to apply

For further information on the field of activity, please contact Vice-President Prof. Dr. Peter Väterlein (+49(0)711/320660-31). For further information on the application process, please contact Lilia El (+49(0)711/320660-18).

Please upload your application to our application portal, number **1731** by **Mai 28, 2023**:

www.dhbw.de/die-dhbw/stellenangebote.html