

University College Freiburg invites applications for an Academic Program Coordinator (Liberal Arts and Sciences)

The **University of Freiburg**, founded in 1457 and situated in the heart of Europe, has 24,000 students, an academic staff of 4,500 and 11 faculties ranging from the Humanities and Medicine to the Social, Natural and Technical Sciences. The University of Freiburg consistently achieves top positions in university rankings.

University College Freiburg (UCF) is the university's central facility for international, interdisciplinary teaching activities and new approaches to instructional design. As a cross-faculty platform, it houses several high-profile projects, amongst them the B.A./B.Sc. program in **Liberal Arts and Sciences** (LAS). In order to expand its teaching staff and strengthen the administration of the LAS program, UCF is now looking for an

Academic Program Coordinator "Liberal Arts and Sciences" (Reference Number 8543)

The position of the Academic Program Coordinator is intended as deputy to the UCF Director of Education in the administration of LAS program. As such, the candidate will be responsible for coordinating and developing teaching at the operational level. Duties include, inter alia, the

- design, implementation and documentation of LAS administrative guidelines and procedures
- establishment of LAS standard practices, documented in student handbook, teaching handbook etc.;
- management of institutional processes within UCF and the university, especially relating to administrative and governing bodies (Board of Studies, Examination Committee, Faculty Board, Rectorate);
- management of institutional co-operations at the national and international level;
- support of the UCF Director of Education in the strategic mid- and long-term organizational and curricular planning of the LAS program.
- The candidate's own teaching will be in the LAS Major in "Governance".

We expect candidates to have

- a Ph.D. with an empirical focus in Political Economy, Political Science or a closely related subject; preference will be given to candidates with an interdisciplinary research horizon;
- native or near-native proficiency in both English and German;
- relevant administrative work experience, ideally in the context of a German university administration or a similar higher education setting;
- relevant experience in teaching and/or research;
- conceptual creativity, initiative, efficiency and accuracy;
- the necessary communicative and integrative skills as well as flexibility.

At UCF, we offer you the opportunity to

- acquire and/or deepen your instructional design competencies and related administrative skills;
- move your career in the direction of international higher education management in the context of an initiative that is breaking new ground for the University of Freiburg and beyond;
- develop cutting-edge teaching skills in a demanding and rewarding international environment.

Successful candidates will be expected to take up their positions on January 15, 2014. The contract, for which remuneration is on the TVL E 13 scale, will run until September 2016.

Please send your **application** (including CV, cover letter, at least two written job and/ or academic references; referees' addresses are not sufficient) as one PDF file to nicholas.eschenbruch@ucf.uni-freiburg.de (deadline: November 18, 2013); the attached file must not exceed 3 MB. **Dr. Nicholas Eschenbruch** is available for questions by phone (+49 761 203 4416) or Email. Please consult the UCF website for further information about the College and the program: <http://www.ucf.uni-freiburg.de/las/>.