



UNIVERSITY
OF COLOGNE



Foto: Jörn Henn

Event Manager for EUniWell (f/m/x)

European University for Well-Being

We are one of the largest and oldest universities in Europe and one of the most important employers in our region. Our broad range of subjects, the dynamic development of our main research areas and our central location in Cologne make us attractive for students and researchers from around the world. We offer a wide range of career opportunities in science, technology, and administration.

The European University for Well-Being (EUniWell; www.euniwell.eu) is a European University Alliance which is coordinated by the University of Cologne and funded by the EU under ERASMUS+ since 2020. Our aim is to actively promote the well-being of individuals, societies, and the environment through excellent research and teaching, innovation, transfer and social engagement. University of Cologne is seeking an experienced and dedicated Events Manager for EUniWell who can support the university and the EUniWell Alliance in implementing and disseminating EUniWell's mission and vision.

YOUR TASKS

- » Coordination and management of events of diverse formats (online, in-person, hybrid) and for a diverse range of target audiences for the EUniWell Alliance and across all EUniWell member institutions
- » Development and organisation of creative and innovative event formats (online, in-person, hybrid) to strategically support EUniWell's mission and vision
- » Coordination of communications and dissemination activities for EUniWell events (e.g., advertisement, reporting)
- » Coordination of all activities around the preparation, organisation and post-processing of events with all relevant stakeholders at member universities as well as external stakeholders
- » Regular exchange and coordination with experts at EUniWell member universities, the EUniWell Central Office and the EUniWell Head of Communications
- » Management of EUniWell's event calendar
- » Quality management for EUniWell events, information management and reporting

YOUR PROFILE

- » University degree (Master or equivalent)
- » 5+ years of professional experience in events management
- » Demonstrated experience in working with a diverse range of events formats (online, in-person, hybrid)
- » Demonstrated work experience in a higher education context is an asset
- » The ability to work in complex, time-sensitive work situations
- » Demonstrated experience working in a digital, distributed work environment

- » Strong personal communications skills, intercultural skills and the ability to communicate, to build and sustain relationships with various stakeholders
- » Ability to coordinate and participate effectively in multi-national teams
- » Excellent written and spoken German and English skills
- » Identification with the values, vision and mission of EUniWell

WE OFFER

- » The chance to contribute substantially to the establishment of the European University for Well-Being
- » A diverse working environment with equal opportunities
- » Support in balancing work and family life
- » Extensive advanced training opportunities
- » Occupational health management offers
- » Flexible working time models
- » Opportunity to work remotely

The University of Cologne is committed to equal opportunities and diversity. Women are especially encouraged to apply and will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from people with disabilities / special needs or of equal status.

The position is available immediately on a full-time basis (39,83 hours per week). The position is to be filled for a fixed term until 31.10.2027. If the applicant meets the relevant wage requirements and personal qualifications, the salary will be based on remuneration group 13 TV-L of the pay scale for the German public sector.

Please apply online with proof of the required qualifications without a photo under: <https://jobportal.uni-koeln.de>. The reference number is TUV2404-09. The application deadline is 16.05.2024.

For further inquiries, please contact Eva Laurie (eva.laurie@uni-koeln.de) or Katharina Schlepper (katharina.schlepper@uni-koeln.de).



HR EXCELLENCE IN RESEARCH