UNIVERSITY OF COLOGNE


Foto: Jörn Henn

Project Coordinator for PATH_ED (f/m/x)

EUniWell / Vice-Rectorate for Teaching and Studies

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 EU-funded PATH_ED project is coordinated by the University of Cologne on behalf of the European University for Well-Being (EUniWell). The project implements the new or further development of six study programmes towards certification under the Joint European Degree Label, in collaboration with four other European partner universities and eleven associated partners. The position of project coordinator encompasses the coordination, consultation and support of the six study programmes in their further development, as well as throughout the accreditation and certification processes.

YOUR TASKS

- Overall coordination of project implementation in line with the work packages and project objectives, in close collaboration with the participating study programmes and partner universities (steering, reporting, coordination of milestones and deliverables, liaison with the European Commission).
- Advising and supporting the six study programmes in their (further) development and throughout the accreditation and certification process for the European Degree Label; preparation of the required documentation.
- Designing, coordinating and implementing capacity-building and knowledge-transfer activities for EUniWell and its partner universities; developing guidelines, guidance documents and other supporting materials; planning and delivering centralized and decentralized training, networking and information events
- Coordinating internal and external project communication between the participating study programmes, partner universities, and national and European stakeholders; ensuring a consistent public image of the project in collaboration with the study programmes.
- Planning, coordinating and delivering central dissemination events, as well as an international final conference.
- Organizing, coordinating and providing administrative support to the project bodies, including the preparation and follow-up of regular meetings.
- Continuously monitoring project progress against the work programme, project objectives and KPIs; ensuring the quality of project outcomes, documents and activities.
- Providing substantive support to Research Administration Division 7 (D7) in the administration and financial monitoring of the project budget.

YOUR PROFILE

- Completed university degree (Master's degree or equivalent)
- At least three years of work experience in managing complex third-party funded projects, preferably in a higher education or European context
- Proven expertise in degree programme development, quality assurance and accreditation, as well as an interest in European higher education development
- Understanding of European higher education policy and the European Higher Education Area (EHEA), particularly with regard to European Universities Alliances, joint programmes and the Joint European Degree Label; willingness and ability to quickly familiarize oneself with these topics
- Excellent organizational and project management skills, combined with a structured, independent and reliable working style
- Excellent communication, facilitation and coordination skills
- Experience in working with international partners and a high level of intercultural competence
- Very good command of written and spoken German and English
- Proactivity, team spirit, reliability, sense of responsibility and strategic thinking

WE OFFER

- The opportunity to play a key role in the development of innovative degree programmes.
- 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 promotes equal opportunities and diversity. Women will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from all suitable candidates regardless of their gender, nationality, ethnic and social origin, religion, disability, age, sexual orientation and identity.

The position is available from 1 February 2027 on a part-time basis (29,87 hours per week). The position is to be filled for a fixed term until 31 January 2030. If the applicant meets the relevant wage requirements and personal qualifications, the salary is 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 and without a photo under: https://jobportal.uni-koeln.de.
The reference number is TUV2611-17. The application deadline is 31 December 2026.

For further inquiries, please contact Dr Ruth Möhlig-Falke (ruth.moehlig-falke@uni-koeln.de) or Dr Dorothee Groeger (dorothee.groeger@uni-koeln.de) and take a look at our FAQs.

HR EXCELLENCE IN RESEARCH