

Job Announcement: Director of Liaison Office New York City

The UAS7 consortium of seven leading universities of applied sciences in Germany operates a Liaison Office in New York (closely linked to the German Academic Exchange Service / DAAD) to promote German-American educational cooperation.

The consortium invites applications to fill the position of a

Director (Full-time)

of the Liaison Office in New York City (871 United Nations Plaza, New York, NY 10017). This position is limited to two years, an extension is expected. Applicants are required to be legally able to work in the United States (Green Card or citizenship).

The Liaison Office is assigned to the UAS7-Executive Office in Berlin. It is an incorporated entity, "UAS7 New York Inc.". In close cooperation with the Executive Office and the German member universities the Director of the UAS7 Liaison Office is mainly responsible for:

- Administration of the UAS7 New York Office, including an internship position
- Representing the special interests of the UAS7 membership institutions in North America and cooperating with partner organizations
- Development and administration of partnerships with North American universities
- Administration of course offerings by UAS7 in North America
- Acquisition of funds and implementation of projects regarding scholarship programs in transatlantic academic exchange as well as supporting efforts in research cooperation
- Administration of scholarship programs and advising students from North America
- Reporting and communicating very regularly with the UAS7 universities in Germany, for example through work reports, protocols, newsletter, etc.

- Maintenance and Administration of the UAS7 international homepage and social media (Twitter, Facebook, LinkedIn)
- Managing UAS7 alumni affairs
- Participating in education fairs and other academic events in North America

The professional profile of the Director of the UAS7 Liaison Office should include:

- A graduate academic degree (Bachelor, Master preferred)
- Excellent knowledge of German and American higher educational systems
- Excellent knowledge in MS-Office software products, Content Management Systems and Social Media preferred
- Experience in project administration
- The ability to work systematically and independently
- A highly communicative and team-oriented personality with strong coordination abilities
- Excellent knowledge of German and English in oral and written form
- Personal international experiences through work or study
- A customer and service oriented work attitude

Further information on the consortium as well as links to the individual member universities can be found online at: <http://www.uas7.org>

If you are interested in the position of full-time director of the UAS7 Liaison Office in New York City, please send your **electronic application** including cover letter, CV and two references indicating your possible start date and salary expectations to

Mr. Claus Lange. Email: lange@uas7.de

Applications will be accepted until August 15th, 2018.

The position is planned to be filled in fall 2018.