

## EDUC Staff Secondments 2026

**We are pleased to announce the 19 positions that are now open in the EDUC Staff Secondments programme.**

### What?

EDUC Staff Secondments offers a unique chance for our administrative staff to spend between 2 and 6 months working at another EDUC university.

All eight EDUC universities offer between 1 and 6 positions during 2026.

### Why?

This is an opportunity for both the host universities and visiting staff members to learn, grow, and exchange ideas.

### How?

#### The host institution provides:

- a workspace
- access to the institution's IT systems
- help finding accommodation
- a local contact person to help with administrative issues and training
- an introduction to the institution, including a two-week schedule for the initial phase
- help with immigration matters, if necessary

#### Criteria for selection of outgoing staff:

- relevant field of work
- familiarity with tasks
- English or local language proficiency of B2 should be expected
- line's manager validation and recommendation
- approval of / feasibility for both hosting and sending institution's concerned departments of outgoing staff

### Application:

**[EDUC Staff Secondment programme \(nettskjema.no\)](https://nettskjema.no)**

**Deadline:** September 15

**Please find the list of positions in the pages below.**



## Staff Secondments 2026

### Available positions: 4



UNICA

UNIVERSITÀ  
DEGLI STUDI  
DI CAGLIARI

#### Job Placement Office Communication Support

**Office:** Research and Territory Department - Career Guidance

**Job responsibilities:** support communication activities targeting users of the University of Cagliari's Job Placement Office, including content creation for the website and social media channels, and the design and implementation of new engagement initiatives

**Length of service:** 2 months

**Period of service:** October 2025 - December 2026

**Working hours per week:** 25

**Working language:** Italian - English (2 mentors with English level B2-C1 are available to support)

**Contact information:**

Anna Cotza / [anna.cotza@unica.it](mailto:anna.cotza@unica.it)

#### Digital Librarian

**Office:** Language Centre

**Job responsibilities:** assist the staff in managing the university's digital library (electronic journals, databases, ebooks) and the related tools, platforms (discovery tool, electronic resource manager, link resolver) and services.

Job tasks include (non-exhaustive list of examples):

- selection & acquisition of electronic resources,
- delivery (metadata update & management)
- communication
- reference
- usage statistics analysis
- APC monitoring
- Open Access/Open Science promotion

**Requirements:** previous experience of at least 6 months in the field & English level B2

**Length of service:** 2 months

**Period of service:** January-December

**Working hours per week:** 36

**Working language:** Italian - English B2

**Contact information:**

Giovanna Frigimelica / [giovanna.frigimelica@unica.it](mailto:giovanna.frigimelica@unica.it)

#### IT Technician with Experience in E-learning

**Office:** Language Centre

**Job responsibilities:**

- testing and assessment (uploading materials, monitoring, and supervision during lab-based tests)
- use of Moodle (administrative-level proficiency)
- creation of educational content/learning objects

**Length of service:** 2 months (open to discuss)

**Period of service:** March-July

**Working hours per week:** 18

**Working language:** Italian - English (B2)

**Contact information:**

Alberto Buschetti / [tec.cla@unica.it](mailto:tec.cla@unica.it)

#### Admin

**Office:** Language Centre

**Job responsibilities:** administrative activities to be carried out within the UNICA-CLA Project (a linguistic project designed to provide students with the language proficiency required to access master's degrees), including testing and lessons, and Institutional services (Translation Service, Language Assessment Service, Course Organisation)

**Length of service:** 2 months (open to discuss)

**Period of service:** March-July

**Working hours per week:** 18

**Working language:** Italian - English - Spanish (B2-C1)

**Contact information:**

Serena Ticca / [amm.cla@unica.it](mailto:amm.cla@unica.it)



## Staff Secondments 2026



## Available positions: 4

### Archivist

**Office:** Library- General Archive

**Job responsibilities:**

- cataloging paper archival funds
- collaborate in the management of electronic records

**Length of service:** 2-3 months (open to discuss)

**Period of service:** September-November (open to discuss)

**Working hours per week:** 35 (flexible)

**Working language:** Spanish (Catalan, if possible)

**Contact information:** Lidón París Folch  
[arxiu@uji.es](mailto:arxiu@uji.es) / +34 964 72 94 73

### Librarian (Dspace Expert)

**Office:** Library

**Job responsibilities:** developing a project for improving the institutional repository (Dspace), and assisting the librarian staff in managing the institutional repository

**Length of service:** 2 months

**Period of service:** January-February or May-June

**Working hours per week:** 35 (flexible)

**Working language:** Spanish (and English, if possible)

**Contact information:** Lidia París  
[lparis@uji.es](mailto:lparis@uji.es) +34 964 728 757

### Language Assistant (French/Italian/German)

**Office:** Language and Terminology Service (Training Section)

**Job responsibilities:**

- collaborate in the creation of tasks and the organisation of accreditation tests
- facilitate French/German/Italian conversation groups
- collaborate in the activities of the Self-Access Language Learning Centre (tandem, workshops, et cetera)

**Length of service:** Open to discuss

**Period of service:** February-June

**Working hours per week:** 15-20

**Working language:** Spanish and Catalan

**Contact information:** Irma Mulet  
[vmulet@uji.es](mailto:vmulet@uji.es) +34 964 729 473

### Technical Specialist in Sports Management

**Office:** Sports Service

**Job responsibilities:** management of physical activity programmes, university competition, and sports facilities

**Length of service:** 3 months

**Period of service:** from 1 February to 1 May

**Working hours per week:** 35 (flexible)

**Working language:** Catalan, Spanish and English

**Contact information:** Carlos Hernando  
[hernando@uji.es](mailto:hernando@uji.es) / +34 964 728 804



## Staff Secondments 2026

### Available positions: 3



PÉCSI TUDOMÁNYEGYETEM  
UNIVERSITY OF PÉCS

#### Academic Administrator, External Relations Coordinator

**Office:** Faculty of Business and Economics Study  
Department

**Job responsibilities:**

- student administration
- support for foreign students

**Length of service:** 6 months (flexible)

**Period of service:** September 2025 - December 2026  
(flexible)

**Working hours per week:** 40 (can be reduced to 20–30)

**Working language:** English

**Contact information:** Norbert Péter Nagy

[nagy.norbert@ktk.pte.hu](mailto:nagy.norbert@ktk.pte.hu)

+36 302 067 498

#### International Coordinator, International Communication

**Office:** International Directorate

**Job responsibilities:**

- building international partnerships, in particular along the EDUC Association's international networking map,
- helping to establish contacts,
- supporting the organisation of intercultural events
- local support for EDUC community building
- promote and support outgoing mobility to EDUC universities

**Length of service:** 3 months

**Period of service:** Flexible

**Working hours per week:** 20

**Working language:** English

**Contact information:** Ágnes Bandiné Temesi

[temesi.agnes@pte.hu](mailto:temesi.agnes@pte.hu) / +36 300 732 990

#### Marketing Administrator

**Office:** Education Directorate Career Office

**Job responsibilities:**

- social media content production
- ad management
- campaign planning and execution
- market research in selected target countries

**Length of service:** 6 months (flexible)

**Period of service:** September 2025 - December 2026  
(flexible)

**Working hours per week:** 40 (can be reduced to 20–30)

**Working language:** English

**Contact information:** Ákos Nagy

[nagy.akos@ktk.pte.hu](mailto:nagy.akos@ktk.pte.hu) / +36 303 547 371



## Staff Secondments 2026



## Available positions: 3

### Student mobility coordinator (Asia)

– subject to exchange with a counterpart

**Office:** International Relations Office ‘

**Job responsibilities:**

- Coordinate incoming and outgoing student mobility (from and towards Asia)
- Inform students about exchange mobility opportunities and application procedures
- Process applications and prepare the selection commission
- Coordinate nominations and applications, and liaise with partners
- Coordinate incoming student registrations
- Be in regular contact with University of Paris Nanterre's teachers for pedagogical follow-up
- Contribute to processing new or renew partnership agreements (if applicable during the period of the secondment)
- Act as an interface between the partner university and the University of Paris Nanterre.

**Length of service:** 6 months (open to discuss)

**Period of service:** January to June 2025

**Working hours per week:** 35

**Working language:** French (B2 level minimum required)

**Contact information:** Jennifer Major

[major.j@parisnanterre.fr](mailto:major.j@parisnanterre.fr) / +33 140 97 72 90

### International Staff Week Coordinator

**Office:** International Relations Office

**Job responsibilities:**

- Lay the groundwork and prepare in advance an international staff week. The theme will have been defined in advance (e.g. International Relations, documentation, sustainable development, student commitment).
- Co-construct the programme with the department and any other departments concerned (planning, choice of speakers, activities, etc.)
- Prepare the communication and logistical organisation of the event. We are open to proposals and initiatives. The staff week should be based on exchange of best practices, but not only.
- Build a project team. Work closely with the departments of communications, education, partnerships, European projects, human resources and staff training.
- The staff week can be in the form of a Blended Intensive Programme.
- Give the event an international dimension.
- The position requires experience in organising staff weeks or summer schools or similar events (seminars, etc.).

**Length of service:** 3 months

**Period of service:** January-March

**Working hours per week:** 35 hours

**Working language:** French (B2 level minimum required)

**Contact information:** Jennifer Major

[major.j@parisnanterre.fr](mailto:major.j@parisnanterre.fr) / +33 140 97 72 90

### Student Services Officer

**Office:** Language Center

**Job responsibilities:**

- Students registration
- Events organisation
- Exams organisation

**Length of service:** 2 months

**Period of service:** February-March or March-April and/or October-November

**Working hours per week:** 35 hours A maximum of 2 Saturdays during the period

**Working language:** French (B2 level minimum required)

**Contact information:** Chloé Doualle

[cdoualle@parisnanterre.fr](mailto:cdoualle@parisnanterre.fr) / +33 140 97 73 46



## Staff Secondments 2025

## Available positions: 2



### Career Services Associate

**Office:** Center for Quality Development in Teaching and Studies - Career Service

**Job responsibilities:**

- conduct professional career consultations in English to support our diverse student body (e.g. international students, students with disabilities, first-gen)
- provide workshops tailored to career orientation and development
- test and integrate feedback for an online tool designed to assist international students in their transition to the German job market, ensuring its effectiveness and usability
- further development of questionnaires, data collection and evaluation in relation to the Career Service's quality assurance instruments
- support the ongoing improvement and development of our information portal, with a focus on enhancing accessibility and user engagement.
- marketing, PR, assistance at on campus-events or career fairs

All of the listed tasks may be part of the secondment, but not everything needs to be accomplished during this period. The specifics depend on the candidate's profile and how it complements our approach to Career Service work. We encourage you to outline your ideas about the topics you could introduce and offer in workshops, as well as areas where you would like to learn and gain experience.

**Requirements:** previous experience of at least 6 months in the field & English level B2

**Length of service:** 3 months

**Period of service:** 13 April-30 June or 14 September-15 December

**Working hours per week:** 20-40

**Working language:** English C1; Knowledge of German is an advantage, but not essential

**Contact information:**

- Nelli Wagner / [nelly.wagner@uni-potsdam.de](mailto:nelly.wagner@uni-potsdam.de)

### Instructional Designer

**Office:** Zessko (Center for Language Learning and Key Competences)

**Job responsibilities:**

- sharing best practices and tools from the home university/ language center
- assessing the Zessko's offer (language courses + self-learning offer) with a focus on methodology and tools used (e.g. for instruction and exams)
- identifying needs and gaps in the existing offer
- developing options for improving, adapting, and adding to the existing offer
- possible projects from the Zessko's offer: asynchronous German language course, intercultural competence certificate, e-portfolio tool, writing assistance, presentation coaching, study preparation)
- working with other units on intersectional projects (e.g. the International Office for an intercultural competence project, or the Center for Quality
- development in Teaching and Learning for the Online-Self-Assessment project)

**Length of service:** open to discuss

**Period of service:** negotiable

**Working hours per week:** 20-40

**Working language:** English (& German, if possible)

**Contact information:**

- David Prickett / [david.prickett@uni-potsdam.de](mailto:david.prickett@uni-potsdam.de)
- Samira Luna Villanueva / [samira.luna.villanueva@uni-potsdam.de](mailto:samira.luna.villanueva@uni-potsdam.de)



## Staff Secondments 2026

### Available positions: 2

M A S A R Y K  
U N I V E R S I T Y

#### Research Support

**Office:** Scientific Information Centre, Library of Faculty of Economics and Administration

**Job responsibilities:**

- explore and document current research support services at our institution, particularly in the context of Open Science
- share best practices and strategies from your home institution related to:
  - Open Access publishing and compliance
  - FAIR data principles (Findable, Accessible, Interoperable, Reusable)
  - Licensing options with a focus on Creative Commons
- conduct consultations or mini-workshops for researchers and librarians on selected Open Science topics
- collaborate with the library team to develop or refine guidelines and materials that support Open Science adoption
- provide feedback on our current support structures and suggest improvements based on your expertise
- contribute to a case study or report summarizing lessons learned and recommendations for international cooperation in research support
- engage in informal knowledge exchange, becoming a part of our library community during your stay

**Length of service:** 2 months

**Period of service:** subject to agreement (no fixed period)

**Working hours per week:** 20

**Working language:** English

**Contact information:** Jiri Polacek

[Jiri.Polacek@econ.muni.cz](mailto:Jiri.Polacek@econ.muni.cz) / +420 549 49 6674

#### Pre-award Grant Manager/Administrator

**Office:** Grants Division of Research Office

**Job responsibilities:**

- editing Horizon Europe proposals
- facilitating communication in consortia
- designing project graphics
- compiling project spreadsheets

**Length of service:** 3 months

**Period of service:** February-April

**Working hours per week:** 30

**Working language:** English

**Contact information:**

[grants@muni.cz](mailto:grants@muni.cz) / +420 549 49 1006



## Staff Secondments 2026



## Available positions: 1

### International Event Officer, Community Officer

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**Office:** International Relations Office and USN EDUC Core Team

**Job responsibilities:**

- support the planning, execution and evaluation of USN Partner Days (June 2026) and other international events at USN
- provide communications and logistical support for International EDUC events at USN
- coordinate with international partners and stakeholders to ensure successful event execution
- assist in the promotion and marketing of events to a global audience
- support local EDUC community building efforts
- promote your home institution as a partner for USN students and staff (mobility, programme cooperation, research, et cetera)
- contribute to strengthening collaboration between USN and your home institution through presentations, local events, promotion of mobility opportunities, partner searches et cetera

**Length of service:** 2-3 months

**Period of service:** March-July

**Working hours per week:** Flexible but approx. 20 (equivalent to 50% position)

**Working language:** English

**Contact information:** Heidi Tovsrud Knutsen

[heidi.knutsen.tovsrud@usn.no](mailto:heidi.knutsen.tovsrud@usn.no)

+ 47 31 00 89 78 / + 47 400 46 917





## Staff Secondments 2026

Available positions: 1



### International Officer

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**Office:** International Affairs Department

Within the International Cooperation Unit, the hosted colleague could work on the following tasks (to be further defined according to the applicant's profile, the period and number of hours per week):

- reading and commenting on/modifying cooperation agreements
- managing the call for proposals in January 2026 and following up on it; possibly helping with the submission of E+ KA2 projects in February-March, depending on the projects submitted
- monitoring and collecting data for country profiles and internal indicators
- supporting the preparation work to host foreign delegations
- quality approach: cross-referencing best practices, reviewing processes, possibly developing quality tools

**Length of service:** 2-4 months

**Period of service:** January-April (flexible, to be discussed)

**Working hours per week:** 20 or more (flexible, to be discussed)

**Working language:** Primarily French, with English as an acceptable alternative

**Contact information:**

- Yoline Bompays, Deputy director and Head of the cooperation unit at the International Affairs Department

[yoline.bompays@univ-rennes.fr](mailto:yoline.bompays@univ-rennes.fr) +33 223 233 723

