

EDUC Staff Secondment 2026

We are pleased to announce the 20 positions that are now open in the EDUC Staff Secondment programme.

What?

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

All EDUC universities offer between 1 and 5 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 Secondment 2026



Available positions: 5

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 / +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 +34 964 728 757

Communication Specialist

Office: Communication & Press Office

Job responsibilities:

- support the communication activities of the Communication & Press Office
- support UJI's international communication activities
- collaborate in the content creation for the international website and social media networks
- collaborate in the communication of EDUC within UJI and the alliance

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

Period of service: from October 2025 to March 2026

Working hours per week: 20

Working language: Spanish and English

Contact information: Juan Salvador Pérez Villanueva

jperez@uji.es / +34 964 729 493

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 +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 / +34 964 728 804

Staff Secondment 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

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

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

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

Staff Secondment 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

+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 / +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 / +36 303 547 371

Staff Secondment 2026

Available positions: 2



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 / +331 40 97 73 46

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 / +33 140 97 72 90

Staff Secondment 2026

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

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
- Samira Luna Villanueva / samira.luna.villanueva@uni-potsdam.de

Staff Secondment 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 / +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 / +420 549 49 1006

Staff Secondment 2026



Available positions: 1

International Event Officer, Community Officer

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

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

Staff Secondment 2026

Available positions: 1



International Officer

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 +33 223 233 723