

Job Announcement: Director of Liaison Office New York City

The German University Alliance (GUA) is the joint North American liaison office of Freie Universität Berlin (FUB) and Ludwig-Maximilians-Universität München (LMU). GUA strengthens and expands academic bonds between FUB and LMU and their partner institutions in North America. It serves as a gateway for students, researchers, faculty and/or anyone interested in FUB or LMU. It promotes and supports LMU and FUB's mission in the U.S. and Canada by providing a base for research collaborations, student recruitment, alumni relations, scholarly conferences and other activities.

The consortium invites applications to fill the position of the
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 possible. Applicants are required to be legally able to work in the United States (Green Card or citizenship). In close cooperation with the International Offices at the German member universities the Director of the Liaison Office is mainly responsible for:

- Management of the 501 (c) 3 not-for-profit organization, including staff and interns, finances, and reporting
- Developing and supporting strategic relationships with leading universities, academic organizations, government agencies, businesses, NGOs, and private foundations as well as advising LMU and FUB leadership on cooperation in North America
- Higher education and research marketing (advising students and scholars from North America about programs and funding options at LMU and FUB, representing LMU and FUB at recruiting events in North America, online marketing)
- Networking and relationship building (expanding access to scholars and decision makers in higher education as well as collaboration with other German institutions in New York, such as DAAD, DFG, GCRI)
- Planning, organization and fundraising for scientific events in collaboration with partner institutions
- Developing alumni relations
- Maintenance and Administration of the GUA website

The position will require travel within North America and to Germany as well as occasional evening and weekend hours.



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

- Academic degree (Master or Ph.D. preferred)
- Minimum of 3 years of work experience in higher education administration or research marketing/management
- Excellent knowledge of German and North American higher educational systems, preferably through own experience
- Excellent knowledge in MS-Office software products, Content Management Systems and Social Media
- Strong organizational skills and experience with project management
- Ability to work systematically and independently
- Outstanding communication skills and the ability to work as part of a team
- Excellent knowledge of German and English in oral and written form

Salary Range: Commensurate with experience, starting at \$ 75,000 plus benefits.

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

If you are interested in the position, please send your **electronic application** including cover letter and CV to cic@fu-berlin.de

Applications will be accepted until **January 10, 2016**.

Inquiries can be directed to
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Please note that our offices will be closed between December 24, 2015 to January 4, 2016.