

About EIT Manufacturing

EIT Manufacturing, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. www.eitmanufacturing.eu

EIT Manufacturing brings together leading organizations along the entire value chain – smaller companies, larger industrial corporations, excellent academic and research institutions, and public sector organizations. Together we work toward a more competitive manufacturing ecosystem in Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting key data. EIT Manufacturing has Central Offices in the Paris area and develops activities across a network of Impact Centers (IC) in Gothenburg, Darmstadt, Vienna, Milan, Athens and San Sebastian. EIT Manufacturing has more than 170 Core and Associate Partners.

EIT Manufacturing now invites applications for the position of

Academic Programme Senior Manager – EIT Manufacturing

Full-time position at EIT Manufacturing

About the position

The EIT Manufacturing Academic Programme Senior Manager will lead and manage the EIT Manufacturing Master and Doctoral School and other academic initiatives. The EITM Master and Doctoral School is one of the key assets to support the EIT Manufacturing educational strategy. EIT Manufacturing (EITM) Master and Doctoral School offers unique and excellent higher education programmes, with international and inclusion mindset, to graduate the next generation of Manufacturing Innovators and Entrepreneurs. The programmes are provided by several leading European universities and accept European and international students to provide a diverse environment, exposing the students to different cultural perspectives.

The role will take care of the programme strategy and implementation in collaboration with the university partners and other stakeholders. It will maintain relationships with universities, EIT, EU Bodies and other stakeholders to strengthen the initiative and develop further programmes. It will oversee the operational aspects of the School to ensure an excellent student experience and a high educational quality. Summer, winter and spring schools which are part of the curriculum for the Master and Doctoral programmes are also open to corporates for training of their engineers and technicians.

Key Responsibilities

- Overall responsibility for the Master and Doctoral School, including strategic and implementation aspects
- Design and development of Master and PhD Programme portfolio, according to EIT Label framework, financial sustainability and market needs
- Coordinate and monitor the portfolio delivery
- Lead Master and Doctoral School consortia
- Lead and Oversee Master and Doctoral School office activity and infrastructure: student admission, services to students, customer support processes and tools such as application process, student tracking system, etc., coordination of specific marketing and communication activities and tools, including centralized welcome and graduation ceremonies
- Collaborate with EIT Manufacturing business functions and Impact Centers to leverage community
- Keep relationships with EIT, EU bodies and other stakeholders (industries, RTOs) to further develop the

initiative

- Governance of the Master and PhD School: Advisory Board, Committees, etc.
- Extend programme partnership to new universities
- Define and oversee Quality Assurance in relation with EIT Label and implement Quality System for students, programme and impact monitoring
- Risk analysis and mitigation
- Design and implementation of the legal and financial framework: Cooperation Agreements with the Partner Universities, contracts for students and financial processes towards students and universities.
- Coordination with the Call Programme management team: new Programs/Universities, annual master summer school, annual doctoral school programme
- Define annual Scholarship strategy and distribution
- Procurement management, from bid to contract and execution
- Activity reporting
- Financial sustainability strategy, budget management and reporting

Skills and Qualifications:

- Master's degree in Education, Engineering, or another scientific related field.
- Programme management
- Project management and organizational skills
- Business acumen, with holistic and systemic approach
- Leadership and Decision Making, with result driven approach
- Problem solving and agility
- Knowledge of university education system
- Collaborative approach
- Capability to interface with different types of stakeholders and profiles
- Experience with European funding mechanisms, such as Horizon Europe
- Financial literacy and risk management
- Full proficiency in English, which is the working language. French and additional European languages are a plus
- Excellent written and verbal communication skills
- Excellent command of the Office package

Location

Within France, Germany, Italy, Greece or Spain, remote work allowed with regular European trips to different offices locations and HQ in Paris area.

Equal opportunities

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter

The application should be sent via e-mail to: hr.hq@eitmanufacturing.eu with subject header “**EIT Manufacturing Academic Programme Senior Manager**”.

The application should be written in English.
Only complete applications will be evaluated.

Closing date is **02/05/2024**.

For further information, please contact hr.hq@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!