



Project management employee (m/f/d)

at the earliest possible date

The German University of Digital Science i.Gr. will be the first fully digital university in Germany.

To strengthen our team in Potsdam, we are looking for an independent employee with a strong sense of responsibility and experience in project management to start as soon as possible.

Tasks

- Planning, monitoring and controlling of projects within German UDS,
- Supporting the development of project ideas and the preparation of project proposals, including the definition of objectives, scope and resource planning,
- Preparation of detailed project plans, including timelines, budgets, milestones and resource allocations,
- Project management and monitoring,
- Coordination of EU projects and projects with companies,
- Coordinating the allocation and utilization of resources (human, financial, material) across different projects to ensure efficiency and effectiveness,
- Negotiating and managing contracts with external service providers and partners,
- Develop and maintain relationships with internal and external stakeholders to secure support for projects and ensure communication,
- Organization of regular meetings and reporting to
- Project sponsors and other relevant groups.
Development and maintenance of a knowledge database with project management tools.

What we are looking for

- Bachelor's or Master's degree in a degree program with a focus on economics, communication sciences, human resources management, psychology, humanities, computer science, business informatics or business psychology
- Several years of relevant professional experience in the fields described,
- Enthusiasm for the work,
- Absolute trustworthiness in all matters,
- Organizational skills, very good written and spoken communication skills,
- Team spirit, ability to work independently, initiative and reliability,
- Business fluent in German and English
- Experienced handling of MS Office products.

What we offer

- Space for your ideas and concepts,
- Start-up feeling in a committed team with great visions and experience,
- Workplace in a modern office with a creative environment,
- Further training opportunities as part of the study programs offered,
- Interesting encounters in an international environment.



Have we captured your interest? Then we look forward to receiving your application. Please send your application preferably by e-mail to: jobs@german-uds.de.