

International project coordinator (Erasmus+)

> Entity/Service :

- **Recruitment type: 1-year renewable temporary contract (CDD)**
- **Creation**
- **Category: A - IGE**
- **Working hours: full-time**
- **Location: Campus Valrose, Nice**
- **Job advertisement reference: 2024-LIFE02**

The challenge

We're looking for our future International Project Manager (Erasmus+)! Reporting directly to the Directors of the Graduate School Life, the person recruited for this post will be responsible for managing the E.M.J.M. projects of the Graduate School.

Join us at Université Côte d'Azur, recognized since 2016 for its scientific and educational excellence, to help create the university model of the 21st century—responsible and innovative.

Job description

Administration :

- Project management (organizing lecturers and their travels, accompanying lecturers, managing timetables, etc)
- Student management (follow-up of applications, follow-up of grades, follow-up of internship agreements and grants, follow-up of students during internships, etc.)
- Administrative tasks (coordinating events, drafting administrative documents, liaising with the school's various administrative departments, etc)
- Implementing and monitoring the program's quality processes
- Assisting students with the administrative procedures involved to take part in the program
- Subscribing insurance for enrolled students
- Participate in the writing of the reports and audits on European projects

Financial tasks :

- Organizing and managing travel for speakers, student grants, event organization, etc.
- Financial monitoring of the program's various actions and general budget
- Financial monitoring (budget and sustainability) and associated administrative documents

Communication :

- Ensure communication between the various European project partners
- Creating and managing content for the website and social networks to promote the program and associated activities for the program
- Create and participate in events for the program
- Monitoring the various international student recruitment platforms
- Liaise with prospective students and students enrolled in the projects

This job is for you if you are

- Proficient in English and French (written and spoken)
- Have knowledge of European project management
- Have a general understanding of higher education environment in France and in Europe
- Have a proficiency in e-learning platforms and digital and video tools
- Have the ability to manage several tasks simultaneously and to organize events and schedules effectively
- Are comfortable using office and management software

- Have following personal skills :
 - Responsiveness and adaptability
 - Ability to work as part of a team and to report to line management as required
 - Be autonomous, rigorous and organized, particularly in managing and priorities
 - Being resourceful and creative

Your professional background

Masters degree (Bac+ 5 or equivalent) or professional equivalent

Compensation and benefits

- Contractual remuneration : from 1 858,14 euros gross per month depending on your profile
- Vacation: 45 days annual leave
- Telework: 2 days/week
- Partial reimbursement of commuting expenses
- Partial coverage of supplementary medical insurance fees
- Access to CROUS university restaurants and cafeterias at special rates
- Tickets for entertainment and outings at preferential rates

The work environment

Université Côte d'Azur offers a top-notch environment for education, research and innovation. Following a process of profound transformation of its role and organization, it has become a dynamic player in its local environment. Known for the exceptional quality of life it offers its inhabitants, between sea and mountains. Université Côte d'Azur is a university of excellence, socially committed and ethically responsible.

The Graduate School LIFE promotes excellence in training for Master's and Doctoral students in the broad field of Life Sciences. To achieve this, the Graduate School LIFE & Health Sciences develops and coordinates education from the Bachelor level to PhD in direct interaction with 11 renowned research facilities within its perimeter.

How to apply

Are you interested in this position? Don't hesitate! Apply by e-mail to the following address: recrutement@univ-cotedazur.fr The ideal application includes a CV and a covering letter.

Recruitment calendar:



UNIVERSITÉ CÔTE D'AZUR

Open to Europe and to the world, Université Côte d'Azur coordinates higher-education and research activities in the Côte d'Azur region and has created an environment where education, research and innovation meet the highest standards. While engaged in a deep and ongoing transformation of its role and organization, Université Côte d'Azur is also a dynamic leader in the local region known for its exceptional quality of life between sea and mountains. In this context, Université Côte d'Azur is recognized for its excellence and is committed to human-centered values, socially engaged, and ethically responsible.

> Key figures

36 116 Students

21 Component education institutions including 8 Graduate Schools and 6 associate components

60 Laboratories and research

5432 Permanent employees

including 1,809 faculty, 1,347 administrative staff plus around 2,276 lecturers and fellow researchers at CNRS, INSERM, OCA, Inria, INRAE, etc.

> Values



WHY JOIN US ?

> A socially committed university

- Disability support
- Gender equality
- Quality of life at work
- Scientific ethics and integrity
- Prevention of discriminations
- Eco-responsible campuses

> Our benefits

- Numerous skills development programs: training and advice on careers and mobility
- Up to 2 days of telework per week, subject to the needs of the service
- 45 days of annual leave per year (full-time)
- Sustainable mobility allowance (for cycling, carpooling)
- Partial reimbursement of public transport costs
- Partial coverage of supplementary medical insurance
- Sporting activities, cultural events and social clubs
- Staff cafeteria
- Full range of French social benefits
- Parenting support



10 good reasons to [join us](#)

> Current job opportunities

- All our job offers are available on the web [Working at Université Côte d'Azur](#)
- All our positions are open to people with disabilities