



Position	Program Manager
Reporting to	Head of Secretariat
Considerations	Day-to-day work will be performed primarily remotely.
How to apply	The candidate's CV and cover letter addressing the selection criteria should be sent to mhasenmueller@wun.ac.uk no later than 30 April 2024.
Responsibilities	<p>Research</p> <ul style="list-style-type: none"> Assists in all aspects of the management of the WUN Research Portfolio including WUN research projects, Special Interest Groups and major research initiatives Meets regularly with WUN Research Project principal investigators. Administers the annual Research Development Fund process. Assists with the annual research project reporting cycle. Supports the monitoring and evaluation of WUN research. Coordinates research-led undergraduate and/or PhD research summer schools Administers the WUN research collaboration platform, promoting the tool and providing support to the Secretariat and users for its successful ongoing implementation Assists in the production of research communications, including as a liaison between the Secretariat and writers, and in monitoring researcher and member university media for news and story leads. <p>Special initiatives</p> <ul style="list-style-type: none"> Coordinates and administers WUN early career researcher initiatives Supports ad hoc projects on topics of special interest to membership (e.g. student mental health, campus sustainability) <p>Administrative duties</p> <ul style="list-style-type: none"> Individual staff are primarily responsible for delivering administrative duties related to their work. In addition, specific areas of cross-secretariat administrative responsibilities will be assigned and shared across the team. Team lead for WUN events, both online and in-person, from organisation to implementation Administers the WUN collaboration platform, promoting the tool and providing support to the Secretariat and users for its successful ongoing implementation Prepares briefing packs, reports and papers, and undertakes research on issues relevant to the advancement of the organization Supports WUN Governance Groups as required Provides other support to the Executive Director and Head of Secretariat as requested
Selection Criteria – Skills and Experience	<ul style="list-style-type: none"> Demonstrated, management-level experience in areas of higher education relevant to the role Experience working with HE research, researchers, and the monitoring and evaluation of research projects Excellent communication skills (written and oral), professionalism, cultural sensitivity, tact, integrity, discretion and diplomacy Self-motivated with an ability to work both independently and as a part of a global, multicultural team. Must be flexible, resourceful, entrepreneurial, and reliable, with the ability to work unconventional hours and travel when necessary Advanced organisational skills with exceptional attention to detail. Ability to anticipate needs, exercise initiative, be self-taught, and to deal with politically sensitive and confidential matters appropriately Advanced proficiency with Microsoft Office (including Excel), database (Knack), grant management (Foundant GLS), listserv, CMS, and others. Absent existing expertise with any of these platforms, an ability to achieve proficiency quickly through self-direction is required Experience with, and understanding of, global university networks highly desirable



Selection Criteria – Training & Qualifications	<ul style="list-style-type: none">• Postgraduate university degree in a relevant field required. Terminal degree preferred.• Minimum of 7 years of relevant work experience in higher education required. Management experience within a regional or global university network an advantage.• Fluent (oral and written) in English. Additional languages, particularly those represented in the network, an advantage
Tools to be supplied by WUN	<ul style="list-style-type: none">• Computer• Mobile telephone