

The National Center of Competence in Research **nccr – on the move** aims to enhance the understanding of contemporary migration patterns. Transcending disciplines, the NCCR brings together research projects from the social sciences, economics and law. Managed from the University of Neuchâtel, the network comprises eight universities in Switzerland.

To complete the nccr – on the move Network Office we are searching for an

## **Education and Careers Officer (50–60 %)**

The start date will be 1 October 2017 (or as agreed upon). Your main task is to further develop and implement the nccr – on the move's Education and Training Strategy. In your function as Education Officer, you will draft the regulations of the doctoral program for Phase II of the NCCR (2018–2022) and manage its implementation. You will be responsible for organizing the core and thematic courses on migration and mobility, as well as the training sessions on academic skills, research management, and research methods. Last, you will be in charge of the existing and new Learning Agreements concluded with the doctoral students. Following-up the Learning Agreements includes granting credits for coursework completed at the NCCR and recognizing study achievements obtained elsewhere. In your function as a Careers Officer, you are the contact person at the Network Office for the NCCR doctoral students and PostDocs. As such, you advise them on questions related to career planning and advancement and you organize workshops and training sessions on these issues, including work-life balance. You also deal with the applications for NCCR mobility grants and childcare support measures.

You have an academic education (preferably a doctoral degree) in social sciences with a sound knowledge of the higher education landscape in Switzerland and abroad. Ideally, you have already worked in a Student Services Center, have experience in managing a training program at the doctoral level, as well as in advising doctoral students and PostDocs. You are a people-oriented individual with good inter-personal and organizational skills and with a sensitivity to issues related to diversity and equal opportunities. You are motivated to position the nccr – on the move as the Swiss center of excellence in doctoral education on migration and mobility studies. You have excellent written and oral command of English as well as French or German, the knowledge of the other language being an asset. We offer an interesting environment in a multilingual team, flexible working conditions, and good social benefits in line with the University of Neuchâtel's standards. The University of Neuchâtel is an Equal Opportunity Employer. Qualified women are encouraged to apply.

Applications should be uploaded via the website [www.unine.ch/srh/emplois](http://www.unine.ch/srh/emplois) by 31 July 2017.

For additional information about the position, please contact:  
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