

JOB OPENING

## MANAGER FELLOW CONTRACTS AND MONITORING (M/F/D)

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### ABOUT THE NEW INSTITUTE

We are a mission driven Institute of Advance Study and a platform for change. Our mission is to develop visions for fundamentally reconfigured societies. We combine academic rigor and innovative practice to inspire, promote and implement societal change. We will close the gap between insight and action, by bringing together academics from different disciplines and practitioners like activists, politicians, journalists, artists, and entrepreneurs.

### YOUR RESPONSIBILITIES

You will work in our team "Research and Fellow Management" together with another manager for fellow contracts and monitoring. Your tasks:

- Contract negotiations with potential fellows (e.g. calculation of the stipend amount, adjustment of the model contract, communication with potential fellows, conclusion of contract)
- Advising the fellows on visa procedures, communication with consulates and the immigration authorities in Hamburg
- Advising the Fellows on health insurance
- Constant optimization and further development of internal procedures
- Further development and maintenance of complex monitoring lists
- Processing of fellows' research costs
- Information management for all legally relevant documents in connection with the Fellow contracts
- Interface management
- Cross-cutting tasks

## OUR REQUIREMENTS

- A master's degree
- Fluency in both written and spoken German and English
- Professional experience in an administrative context, ideally acquired in the international office of a university, or comparable experience
- Knowledge of visa procedures
- Interest and experience in administrative work
- Precision
- International experience and mindset
- Very good diplomatic and communication skills
- High level of service-orientation
- High motivation and willingness to work
- Interest in people, friendly demeanor
- Ability to work independently
- Familiarity with Excel

This is a permanent position that requires presence in Hamburg.

Please send your application documents, consisting of a cover letter "Why THE NEW INSTITUTE?", certificates, assessments, CV, salary expectations, earliest start date, **by July 12, 2022**, in the form of a single pdf document to [jobs@thenew.institute](mailto:jobs@thenew.institute). If you have any questions, please contact Dr. Barbara Sheldon, Head of Research and Fellow Management.

In a first round, online interviews are scheduled for July 20<sup>th</sup>, between 1 and 6 p.m.; in a second round, on-site interviews will take place in Hamburg on August 24<sup>th</sup> between 2:00 and 6 p.m.

THE NEW INSTITUTE promotes diversity in the workplace. All qualified applicants will be considered for employment without regard to race, ethnicity, gender identity/expression, age, religion, disability, sexual orientation or any other characteristic protected by law.