

EDUCATION COORDINATOR COMPUTER SCIENCE / ONDERWIJSCOÖRDINATOR INFORMATICA

Do you have good administration skills? Would you like to contribute to the organization of our education? Please apply at Vrije Universiteit Amsterdam.

Location: AMSTERDAM

FTE: 0.8

Job description

As an Education Coordinator, you support the Programme Management in the organization of the education of the Bachelor and Master Computer Science. You are also responsible for coordinating internships. You work closely with the Programme Directors, who are responsible for the content of these programmes. You also collaborate with the Programme Committees, the Examination Board, the department's teaching staff and the Faculty Education and Policy offices. Further, you have frequent contact with students, and you collaborate with the other Education Coordinators and Academic Advisors of the Department. We also encourage you to contribute to improving the organization and execution of our teaching. You have an important role in coordinating and organizing our education!

Your duties

Together with the other members of the teaching organization, you have the following responsibilities:

- you provide administrative and on-site support to the Programme Management during accreditation and midterm site visits
- you coordinate several approval processes for the education, such as the yearly curriculum, the study guide and the Teaching and Examination Regulations
- you provide information to teaching staff with regard to teaching activities and academic processes
- you participate in Program Committees and Teacher teams meetings
- you participate in the organization of Alumni events
- you coordinate the organization of Professional Advisory Board meetings
- you coordinate the organization of internships

Requirements

- you have a Bachelor's degree (in any field)
- you have relevant experience in educational processes and administration and information needs in higher education, preferably in a Dutch public university context
- you are eager to work in a dynamic international academic environment
- you have advanced knowledge of MS Office (Excel, Outlook, Word, PowerPoint)
- you have excellent English written and oral communication skills, and good Dutch oral and written communication skills
- you have strong analytical skills and deliver accurate work
- you have strong organisational skills

What are we offering?

A challenging position in a socially involved organization. On full-time basis the remuneration amounts to a minimum gross monthly salary of €3,226 (scale 10) and a maximum €5,090 (scale 10), depending on your education and experience. The job profile is based on the university job ranking system and is vacant for at least 0.8 FTE.

The initial employment contract will be for a period of 1 year (0,8 FTE), including a 2 month probation period. After proven suitability and a satisfactory evaluation, a permanent contract will be offered.

Job area:
Support staff

Educational Level:
Associate / Bachelor

VU unit:
Faculty of Science

Contract type:
Temporary with prospects of permanent employment

Minimum FTE:
0.8

Maximum FTE:
0,8

Minimum salary scale:
€3,226 (scale 10)

Maximum salary scale:
€5,090 (scale 10)

Additionally, Vrije Universiteit Amsterdam offers excellent fringe benefits and various schemes and regulations to promote a good work/life balance, such as:

- a maximum of 41 days of annual leave based on full-time employment
- 8% holiday allowance and 8.3% end-of-year bonus
- solid pension scheme (ABP)
- contribution to commuting expenses
- hybrid working to enable a good work-life balance

About Vrije Universiteit Amsterdam

The ambition of Vrije Universiteit Amsterdam is clear: to contribute to a better world through outstanding education and ground-breaking research. We strive to be a university where personal development and commitment to society play a leading role. A university where people from different disciplines and backgrounds collaborate to achieve innovations and to generate new knowledge. Our teaching and research encompass the entire spectrum of academic endeavor – from the humanities, the social sciences and the natural sciences through to the life sciences and the medical sciences.

Vrije Universiteit Amsterdam is home to more than 31,000 students. We employ over 5,000 individuals. The VU campus is easily accessible and located in the heart of Amsterdam's Zuidas district, a truly inspiring environment for teaching and research.

Diversity

We are an inclusive university community. Diversity is one of our most important values. We believe that engaging in international activities and welcoming students and staff from a wide variety of backgrounds enhances the quality of our education and research. We are always looking for people who can enrich our world with their own unique perspectives and experiences.

The Faculty of Science

Working at the Faculty of Science means working together with students, PhD candidates and scientists who are focused on their discipline, yet also have a broad view of the world. We are proud of the collegial working environment within the faculty, which is characterised by an ambitious and pragmatic attitude with commitment to the bigger picture. At the Faculty of Science, scientists and students work on fundamental and complex social issues for a sustainable and healthy future. From forest fires to big data, from obesity to malnutrition, from genetics to pharmaceuticals and from molecules to the moon: our teaching and research cover the full breadth of the natural sciences. Scientific teaching and research is highly experimental, technical, computational and interdisciplinary in nature. This is why we collaborate extensively with leading research institutes and industry. The faculty has over 11,000 students studying across 40 educational programmes and employs over 1,600 staff spread over 10 scientific departments, making us the largest science faculty in the Netherlands.

Application

Are you interested in this position? Please apply via the application button and upload your curriculum vitae and cover letter until **31/01/2024**.

Interviews will take place in February and there will be two rounds.

Applications received by e-mail will not be processed.

Vacancy questions

If you have any questions regarding this vacancy, you may contact:

Name: Selma Zaghow

Position: Education Coordinator, Computer Science

E-mail: s.m.a.zaghow@vu.nl

No agencies