

The University of Passau stands for excellent research and innovative teaching. This goes hand-in-hand with cosmopolitanism and diversity: about 13,000 students and doctoral researchers from over 100 countries are currently enrolled at the University of Passau. With some 1,100 employees, the University is also one of the biggest employers in Passau and the wider region.

The University's **Communication and Marketing Division** invites applications for the 0.75 full-time equivalent position of

Web Editor with a focus on internationalisation

to start at the earliest opportunity. The position has been created as part of the project 'Internationalisierung der Hochschulen – Internationalisierung 2.0' of the Bavarian State Ministry of Science and the Arts and is based on a fixed-term contract until 31 December 2021 with the option of renewal/extension.

Job description

The main focus of your work will be on writing and editing texts for an internationally-oriented web portal that is geared towards international students, prospective students, exchange students and visiting academics as its main target groups.

This involves:

- writing and designing the content for the web portal in co-ordination with the University Executive, the International Office, the Academic Advice Service and other involved units of the University
- describing complex administrative processes and presenting them in a way that takes into account online reading habits
- devising, writing and designing German and English-language content for the portal

Person specification

- Educated to degree level
- Journalistic competencies; ideally professional experience in the editorial field (including media production and social media)
- Excellent English language skills: ideally you are a native speaker of English
- Outstanding written and oral communication skills in German and English
- The ability familiarise yourself quickly with complex matters and processes and to prepare them for the internet in a way that speaks to our target groups
- Good knowledge of the content management system TYPO3 and basic knowledge of HTML would be an advantage
- Well-versed in modern IT systems
- You pay great attention to detail and approach your work in a structured, self-reliant and responsible fashion

- A team player with a strong service mindset

What we offer you

- Remuneration at pay grade TV-L E13 of the German public-sector collective agreement; your salary step is determined on the basis of your qualifications and relevant experience
- Interesting, varied and challenging work in an academic environment
- A stimulating work climate in a motivated, performance-oriented team and a family-friendly environment
- A central, convenient location with good transport links and free parking

Furthermore, this position is suitable for those with severe disabilities, who are given preference if their overall personal aptitudes, skills and qualifications are otherwise equal. The University of Passau is keen to create equal opportunities for all members of staff and therefore welcomes applications from men and women of all cultural and social backgrounds, without regard to age, religion, world view, disability or sexual identity.

If you have any questions, please contact Ms Birgit Schwenger, Head of the Digital Media Section, by e-mail at birgit.schwenger@uni-passau.de or by phone: +49 851 509 1438.

To apply, please send your full application (including school, training and work certificates) attached as a single pdf file to bewerbung@uni-passau.de by no later than **18 January 2019**. Please remember that applications sent by e-mail should be of the same formal standard as paper-based applications. E-mailed applications are kept on file for up to six months after the conclusion of the application procedure, whereupon they are deleted from our systems.

[Data privacy statement \(German\)](#). The data privacy statement can be accessed from the following web page: www.uni-passau.de/universitaet/stellenangebote.