Campus OWL Germany
New York Office
Network of 5 Higher Education Institutions

Job Announcement

Executive Director of University Liaison Office New York City

Campus OWL, Inc. invites applications for the position of Executive Director Campus OWL New York. Campus OWL, Inc. is a 501(c)3 non-profit organization. The office is located at 871 United Nations Plaza, New York, NY 10017. Read more here: www.campus-owl.org

Campus OWL is a network of five higher education institutions in OstWestfalenLippe (OWL), Germany: Bielefeld University, Paderborn University, Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI), OWL University of Applied Sciences and Arts (TH OWL), and Detmold University of Music.

The joint liaison office in New York represents these five higher education institutions in North America and promotes opportunities for study, research and entrepreneurship, and facilitates collaboration with North American partner institutions. The office serves as a hub to connect students, researchers, entrepreneurs and other stakeholders from both sides of the Atlantic to enable cooperation and knowledge exchange.

The university network invites applications for an

Executive Director (full-time)

Responsibilities include (in close cooperation with the Campus OWL institutions in Germany) but are not limited to:

- Managing Campus OWL, Inc., a one-person office, including responsibility for its budget, administration of finances, and adhering to all necessary reporting
- Regular communication with the Campus OWL institutions in Germany
- Developing new and support existing collaborations between Campus OWL and its universities and higher education and research institutions in North America, including the overall coordination of the Alberta-OWL consortium
- Strengthening scientific contacts and networks in research focus areas; developing and implementing events and workshops in collaboration with respective academics/ researchers at Campus OWL and at partner institutions
- Supporting and participation in networking and outreach activities with international and U.S. partners, including alumni
- Managing the Professional Experience Program – an internship program for students from OWL, including selection and support of candidates as well as designing a skills seminar week, and supporting Campus OWL in expanding internship opportunities in the US for students from OWL
- Advising researchers and students about study, research, and collaboration opportunities
- Promoting Campus OWL in North America and participating in recruitment and educational fairs as well as other academic events in North America promoting Campus OWL
- Overseeing Campus OWL's website and social media

Qualifications:

- Fluency in English and German
- A graduate degree (Master or PhD) in a related field
- At least 3 years of relevant work experience
- Self-motivated, organized and a strong work ethic
- Outstanding interpersonal and communications skills with the ability to communicate complex concepts and procedures effectively, both oral and in writing
- Ability to work systematically and independently
- Excellent knowledge of the German and American higher educational systems
- Experience in project management and financial administration
- Extensive knowledge of Microsoft Office Suite
- Experience with Content Management Systems and Social Media are desired
- Excellent customer service skills and service-oriented attitude
- Legal right to work in the United States (Green Card, work permit or citizenship, a visa cannot be sponsored)

Salary range: USD 80K-100K, commensurate with experience and education. The annual base salary includes healthcare coverage, if required.

Additional benefits:

- 30 days paid vacation and additional sick leave per year
- Paid holidays (following the German Consulate calendar)
- Contribution to retirement savings

If you are interested in applying for this position, and meet the qualifications outlined above, please send your application material including cover letter, resume or CV, and the contact details of three references electronically to

Judith Peltz
Head of Department – International Office
Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI)
Email: judith.peltz@hsbi.de

(as one pdf file, max. 10 MB, with the subject line “Director Campus OWL New York”)

Please indicate your possible starting date. The position is to be filled as soon as possible.

Applications will be accepted until August 5, 2024.