



RUHR  
UNIVERSITÄT  
BOCHUM **RUB**

For Department 6 - Organizational and Human Resources Development - we are looking for a full-time (**39.83 hours/week**), temporary position for 3 years starting as soon as possible to set up an English Support Service

## English Language Expert (m/w/d)

The Department of Organizational and Professional Development bundles essential activities in the area of professional and organizational development at RUB. The goal is to establish a culture of organizational and individual further development, supported by consulting and qualification offers for executives and employees as well as by creating motivating and attractive working conditions. This includes all target groups, the academic-artistic staff and technical and administrative staff.

### Your future area of responsibility:

- You support employees of the central administration in creating text modules, by checking the quality of translations, by providing sample texts and handouts and thus contribute to learning in the work process
- In cooperation with the University Language Centre (ZfA), you will design suitable training formats for employees and, if necessary, help implement them.
- You will build up a terminology management with the following elements: Establishment and maintenance of a glossary binding for the RUB, a terminology database and a translation memory (translation archive).
- You will be responsible for the selection, acquisition and support of translation software.
- The research and quality assurance of external cooperation partners for translations as well as the supervision of framework contracts is part of your job
- You cooperate in the RUB-admint program, which supports the intercultural competence of employees.
- Within the scope of these activities, you will successively work out the concrete service portfolio of a permanent service.
- You work conceptually and in terms of implementation, supportively and coordinating.

<b>Umfang:</b>	full-time
<b>Dauer:</b>	initially limited
<b>Beginn:</b>	nächstmöglich
<b>Bewerben bis:</b>	17.12.2023

Ruhr-Universität Bochum (RUB) is one of the leading research universities in Germany. As a reform-oriented campus university, it uniquely combines the entire range of major scientific disciplines in one place. The dynamic cooperation between subjects and subject cultures offers researchers and students alike special opportunities for interdisciplinary collaboration.

RUB stands for diversity and equal opportunities. We therefore promote cooperation between heterogeneous teams and the career paths of people who are underrepresented in the respective fields of work. RUB expressly encourages applications from women. In areas where they are underrepresented, they will be given preferential consideration if they have the same qualifications. Applications from

## Your profile:

- You have a relevant and successfully completed university degree (Master's degree or equivalent) in English as a Foreign Language (TEFL), language teaching research, applied linguistics, or foreign language didactics (preferably in English / American Studies).
- You have first language competencies in English or competencies in English at the C2 level (GeR).
- Your competencies in German are at least on level C1 (GeR).
- You bring extensive experience in the job-related teaching of English as well as in the development of appropriate curricula and learning/teaching materials.
- At the same time, you have a good view of organizations and their mechanisms, work in a structured, independent and solution-oriented manner.
- You are interested in learning about new issues and take the initiative to tackle new tasks. When obstacles arise, you actively and creatively seek solutions.
- You enjoy working with others - your confident, approachable and engaging demeanor helps.
- Distinct analytical and conceptual skills as well as a meticulous and implementation-oriented way of working characterize your work.
- You have a high interest in continuously developing yourself.
- The stylistically confident use of the English language, both written and spoken, as well as excellent expression and communication skills are a prerequisite.
- You have experience in project management to develop and build a new area of work.
- We assume that you have a routine in using a PC and are confident in using the MS Office package. Ideally, you have experience in the use and support of translation software or translation tools.

## We offer:

- Extensive training and further education opportunities
- A varied sports program with over 80 sports and the university's own fitness studio
- Discounts on monthly passes for local transport companies, bike rental systems and bike purchases
- 30 days vacation/year
- Time off with pay on Christmas Eve and New Year's Eve
- Annual special payment
- Company pension scheme
- Challenging and varied tasks with a high level of personal responsibility
- A friendly and cooperative environment
- Possibilities for flexible working

## Further information:

The employment relationship is based on the collective agreement of the federal states (TV-L). Depending on the fulfillment of personal and collective agreement requirements, the position will be classified according to pay group 13 of the TV-L.

This advertisement is also directed at temporary or permanent staff (according to TV-L) of Ruhr-Universität Bochum.

### **Ansprechpartner/in für weitere Informationen:**

Andrea Kaus, Tel.: +49 234 32 25556

Travel costs, accommodation costs and loss of earnings or other application costs for job interviews can unfortunately not be reimbursed.

We look forward to receiving your application, **quoting ANR 2582, by 17.12.2023** by e-mail to the following address: **dezernat6@uv.rub.de**.



Universitätsstraße 150

<https://uni.ruhr-uni-bochum.de/de/stellenangebote>