



Administrative Coordinator

for Erasmus Mundus Joint Master Programme DigiCrea

What is EMJM DigiCrea?

Erasmus Mundus Joint Masters are high-level and integrated study programmes, at master level. They are designed and delivered by an international partnership of higher education institutions.

The general objective of the EMJM **Digital Creativity** Art & Science European Master program is to qualify students at a level of excellence in the fields of **new audio-visual media, new technologies in the film industry, music, graphics, artificial intelligence, virtual reality** and their applications in a broad context. Students will acquire new skills and competencies that will drive their innovation in the face of rapid changes in the film and new media markets.

Full mobility of students: Each student will learn on three campuses: the Jean Monnet University in St. Etienne (first semester, France), the Catholic University of Portugal - Schools of Arts in Porto (second semester, Portugal), and the University of Silesia in Katowice and Cieszyn (third semester, Poland). The location of the final semester of study is chosen by the student.

HOW TO APPLY

Interested candidates should submit their CV, a cover letter detailing their relevant experience and motivation, and contact information for three references to recrutementsujm@univ-st-etienne.fr

Applications deadline: on 15 November 2024

Contact for any questions regarding the position: Prof. Laurent Pottier, Consortium Coordinator of the DigiCrea EMJM, laurent.pottier@univ-st-etienne.fr

Position open on: as soon as possible

POSITION OVERVIEW

Under the supervision of the Consortium Coordinator, and with the support of the International Relations Unit of JMU, the administrative coordinator will assist the program coordinator with the operational and administrative management, as well as the financial monitoring of the master's program, within the ALL (Art, literature and languages) department of the University of Saint-Etienne.

The administrative coordinator will be under the direct responsibility of the Administrative Manager of ALL, with a strong operational link to the Consortium coordinator.



KEY RESPONSIBILITIES

- Developing and Managing DigiCrea Partnerships
 - Create a proactive action plan to promote, prospect, solicit, and visit potential partners.
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 - Identify financial contribution opportunities for the DigiCrea programme, such as the apprenticeship tax in France.
 - Promote the DigiCrea programme through relevant portals, mailing lists, and student fairs to attract self-funded students.
 - Seek additional funding opportunities from private partners.
 - Elaborate a strategy to develop the academic exchanges with associated academic partners from targeted countries aiming to foster awareness of the program and attract more candidates for over the world

- Managing DigiCrea Communication
 - Develop and implement an effective communication strategy engage in marketing and promotional activities.
 - Coordinate the production of the biannual DigiCrea newsletter with input from local coordinators, associated partners and students.
 - Update the DigiCrea website and manage social media presence.
 - Oversee the production and updates of promotional materials.
 - Monitor key tendencies in EMJM programmes through attendance to conferences, webinars, good practices sharing events.

- Assisting the Consortium Coordinator with Project Management
 - Draft reports for the EU Commission and update key performance indicators (KPIs).
 - Organize the external advisory board meetings and draft minutes.
 - Coordinate annual planning and operations.
 - Monitor full-partner deliverables and ensure financial supervision, including budget forecasts, financial agreements and Erasmus Mundus grants payment
 - Organize and coordinate the winter Schools
 - Participate actively in the preparation of future projects and the search for additional funding.
 - Draft, implement and monitor quality assurance guidelines and procedures.

- Manage DigiCrea Academic Programme administration:
 - Monitor DigiCrea applications and prepare reports for application assessment and scholarship ranking.
 - Monitor the budget of the program.
 - Coordinate with ALL administration for enrolment, grant payment, grades, etc.



- Coordinate with the International Relation Office to manage incoming and outgoing student mobility and liaise with appropriate central unit in relation to student queries.
- Manage and collect students results

QUALIFICATIONS

- Proven experience in project management and ability to prioritise and manage multiple tasks simultaneously.
- Experience in administering multifaceted processes in a complex and large-scale organization, preferably in a higher education environment/in relation to EU funded projects.
- Strong teamwork and partnership skills.
- Strong interpersonal and communication skills, with the ability to engage diverse stakeholders.
- Demonstrated ability to manage budgets and financial reporting.
- Familiarity with Erasmus Mundus or similar international education programmes is a plus.
- Proficiency in English (b2) and French (b2) ; knowledge in any other European languages is an asset.

WHAT WE'RE OFFERING

- Join an ambitious international project team, collaborating with industrial leaders and world-renowned researchers.
- Benefit from 49 days off per year, with substantial flexibility (4.5 day workweek option).
- Enjoy access to numerous cultural and sports activities, and the exceptional location of Saint-Etienne, near the Pilat Regional Park and the Loire Gorges, just an hour from Lyon, two hours from the Alps, and three hours from the Mediterranean Sea.