

Call for Applications / Appel à candidatures  
Open U Project Officer / Chargé(e) de projet  
(as part of Erasmus + Programme, Key Action 3)

***Cadre réservé à l'administration :***

Grade : A, Ingénieur d'études, ITRF

Quotité de travail : 60 à 80%

Contractuel

Rémunération selon grille indiciaire (ingénieur d'études) et selon expérience

Fiche de poste rédigée en anglais, pour un projet dont la langue est avant tout l'anglais. Ouvert à toute nationalité.

Position title: OPEN U Project Officer

Location: Direction des relations internationales, Maison internationale, 58 boulevard Arago, 75013 Paris - France

Key responsibilities: Under the responsibility of the International Relations Department at the Cooperation Unit, the Project Officer will be in charge of the overall coordination of the OPEN U Project.

Recruitment context:

Founded in 1253 (Sorbonne) and located in the centre of Paris (Latin Quarter), Paris 1 Panthéon-Sorbonne University (Paris 1) is one of the oldest universities in the world. The policy of Paris 1 is to conduct excellent interdisciplinary research and teaching. It is organized around three main scientific areas: Economics and Management, Arts and Humanities, and Law and Political Sciences. With over 43,000 students, Paris 1 is the 7th largest university in France.

The internationalisation of teaching and research is continuously growing and strengthening as a result of the University's close and long-standing ties with a large number of foreign universities and membership in international networks. The University's overall goal is to provide researchers and students with unique opportunities to interact with a broad and global network.

Paris 1 has been managing different international and European projects in recent years. It coordinates two Erasmus Mundus programmes (TPTI and QEM) and is part of the STeDe Erasmus Mundus consortium. Paris 1 coordinates three H2020 research projects, one Erasmus + Strategic Partnership and two CBHE projects, but is also partner of several CBHE projects and of three Strategic Partnerships. Different University services have demonstrated their capacity to efficiently manage international projects.

As part of Erasmus + Programme, Key Action 3 – Initiatives for Policy Innovation – European policy experimentations in the field of Education and Training (call for proposals EACEA28/2017), the OPEN U project has been selected for funding by the European Commission. It has been granted a maximum of 2.664.880,00 €. This project aims at creating a

European-wide hub for online learning, blended/ virtual mobility, virtual campuses and collaborative exchange of best practices.

As Project Coordinator of the OPEN U project, Paris 1 has received a delegation letter from the French Ministry for Higher Education, Research and Innovation to coordinate the application of the experimentation project. The University will be responsible for the ongoing management of the consortium, namely overseeing the execution of the different Work Packages, managing the financial planning/execution/reporting, presenting the consortium to European stakeholders, organizing the project meetings and implementing internal communication tools.

### **More info about the project:**

In a context of growing digitalization of learning content, the OpenU consortium partners have decided to pursue the creation of a European platform for blended and online learning, academic cooperation and virtual/blended mobility. OpenU is envisioned as being a comprehensive digital and integrated infrastructure linking existing educational resources and tools that have been designed to achieve maximum systemic impact by:

- Establishing a single point of access for online learning in Europe, putting online courses and resources at the fingertips of students;
- Providing pedagogies, models and guidelines, as well as hosting and providing continuous professional staff development to the academic community that can enhance and accelerate the joint development and delivery of courses and provide useful expertise in the field of digital learning and pedagogy;
- Supporting the establishment of European Universities by creating a shared digital infrastructure that offsets the needs for redundant infrastructure;
- Ensuring a sustainable integration of flagship projects such as the Erasmus+ App, the European Student Card (ESC), Erasmus without Paper (EWP), etc.

The platform will therefore seek to investigate how a common and shared space of cooperation can trigger virtual/blended learning and mobility opportunities while building upon existing solutions and tools. The long term goal of the project is to establish a truly integrated “eU.university”.

### **Partners and Beneficiaries:**

Université Paris 1 Panthéon-Sorbonne

(Project Coordinator)

Aalto Korkeakouluosaatio sr

Alma mater studiorum - Università di Bologna

Bundesministerium fuer Bildung und Forschung

Deutscher Akademischer Austauschdienst

Erasmus Student Network AISBL

European University Foundation-Campus Europae

Flemish Ministry of Education and Training

Freie Universitaet Berlin

Jagiellonian University Krakow

Katholieke Universiteit Leuven

Lr Izglitibas un Zinatnes Ministrija

Ministère de l'enseignement supérieur et de la recherche

Ministerio de Ciencia, Innovación y Universidades

Ministério da Ciência, Tecnologia e Ensino Superior

Universidad Complutense de Madrid

Università degli studi di Trento

Universidad Politécnica de Madrid

Universitaet Potsdam

Université de Rennes 1

### Tasks:

#### > Administration and management

- Oversee the overall management of the project;
- Work with other project partners and coordinate actions and work packages;
- Lead project planning sessions and ensure deadlines are met;
- Develop the scope of projects and project objectives, involving all partners and ensuring technical feasibility;
- Collect information from partners, process written inputs and background documents;
- Project financial and technical follow-up, ensuring compliance with EC regulations;
- Support the allocation and planning of resources in accordance with available budget and workplan with the different partners;
- Prepare the periodic financial reporting for the European Commission as requested in the EU participant portal;
- Communicate with project partners to guide them on administrative and financial issues;
- Measure project performance using appropriate systems, tools and techniques (quantitative and qualitative indicators);
- Contribute to the project evaluation process.

#### > Representation, Negotiation, Event-planning

- Maintain good and effective contacts with representatives of the key partners (full and associated);
- Organise teleconferences / project meetings / workshops / conferences;
- Conceptually and strategically planning of work meetings;
- Represent OPEN U partners in official EU meetings.

#### > Digital Learning Design

- Keep track of results and produce concise documentation for partner universities to help digitalize their curriculum;
- Capitalise on lesson learned, develop papers and implement internal communication tools.

### Skills:

#### > General

- Excellent knowledge of spoken and written English (C1/ C2) & good command of French (B2/ C1);
- Extensive knowledge of EU funding programmes (Erasmus+, Horizon 2020, etc) and expertise on European Higher Education Policies;
- Excellent communications skills (active listening, capacity to adapt the communication style to the audience, responsiveness, being clear and audible while speaking, being diplomat) and ability to work in a multicultural environment;
- Ability to negotiate at all levels in a multicultural and multilingual environment;
- Knowledge of internationalisation and modernisation of Higher Education Institutions (at institutional and policy levels);
- Can demonstrate interest and enthusiasm for the use of virtual technology in education;
- Ability to work both in team and independently;
- Fully independent in report writing and excellent drafting skills;
- Strong organisation and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines;
- Computer literate (Word, Excel, PowerPoint etc.).



> Project Management

- Proven experience in operational management of EU grant funded projects;
- Ability to manage complex projects with multiple beneficiaries;
- Capacity to focus on priorities, to organise work and to meet deadlines.

#### Period of appointment and salary

Part-time (60% up to 80 %), from the 1<sup>st</sup> of September 2020 to the 31<sup>st</sup> of January 2023

Salary range: depending on work experience and profile.

#### Professional Experience

At least 1 years' experience working in European Project management.

#### Education

Formal education equivalent to a completed master's University Degree, in a field relevant to project management; european studies; political studies; business administration.

#### Recruitment timeline

Send a CV and a letter of motivation (both in English)  
to [international-director@univ-paris1.fr](mailto:international-director@univ-paris1.fr) and [international-cooperation@univ-paris1.fr](mailto:international-cooperation@univ-paris1.fr)  
cc : [recrutbiatss@univ-paris1.fr](mailto:recrutbiatss@univ-paris1.fr)

Interviews are scheduled on Monday, July 20<sup>th</sup>, 2020 (in Paris or by Visio conference)

**Application deadline: July 15<sup>th</sup>, 2020 at 12:00 (noon) Paris time**