

Hasso-Plattner-Institute (HPI) is Germany's center of excellence for digital engineering (www.hpi.de). The Digital Engineering Faculty, founded jointly by the University of Potsdam and HPI, offers a highly practical and engineering-oriented computer science study program, which is unique throughout Germany. HPI's university research earns international recognition, with the main focus of its teaching and research on the foundations and applications of large, highly complex and networked IT systems. The Digital Engineering Faculty, established jointly by Hasso-Plattner-Institute and the University of Potsdam, is one of Germany's excellence centers in Computer Science and IT Systems Engineering.

The HPI School of Design Thinking (**HPI D-School**) is the leading academic institution for Design Thinking in Europe. In the course of our ongoing expansion, we are currently looking for our location in Potsdam for **one** highly qualified and motivated

Program-Manager (m/f/d) Research assistant

The position is fixed-term for max. 3 years and part-time (20h/week)
Starting date: **01 June 2022** (or later)

The HPI D-School is looking for a program-manager with 1-3 years of experience to support the implementation of the **European Digital Education Hub** (part-time position, 20 h/week).

Together with 7 European partner organizations, including the DAAD as lead, the HPI D-School has been awarded the EU contract to design, build and support the development of the "European Digital Education Hub" between February 2022 and February 2025 under the steering of the European Commission and the European Education and Culture Executive Agency (EACEA).

The European Digital Education Hub will focus on creating a collaborative community of practice, knowledge-sharing and mapping, and in particular, accelerating innovation in digital education with Design Thinking.

Your future tasks: You will ...

- Responsibly plan, implement, lead, and coordinate the cooperation and networking with European and international partners in the program of the "European Digital Education Hub" with a focus on Design Thinking
- Be in charge of the conceptual and content-related work as well as the organizational cooperation of the HPI D-School with other consortium partners and with local, regional, national, and European initiatives and actors in the field of digital education
- Develop design thinking-projects to address relevant topics in the field of digital education with new design solutions
- Conceptualize and organize expert workshops that contribute to the aim to address and ensure the feasibility and viability of new design solutions in the field of digital education
- Analyze, scan, and map relevant funding opportunities with a particular focus on the implementation of new design solutions in the field of digital education
- Be responsible for the project management process internally as well as in close cooperation with all partners in the consortium
- Support the liaising with the European Commission and the European Education and Culture Executive Agency
- Manage network building with actors from all educational sectors that contribute to the aim of creating a Community of Practice (CoP)
- Contribute to managing external communication and public relations tasks
- Support the continuous content and professional development of the program
- Partake in planning, designing, and running various special events and workshops
- Contribute to the further development of the HPI D-School
- Participate in other training opportunities

Your skills: You have ...

- A graduate degree (preferably with innovation-oriented combination of subjects) in education, social & political sciences, humanities, business or design
- Excellent content & method knowledge of Design Thinking and applied experience of Design Thinking-projects (especially in digital and hybrid environments)
- 1 – 3 years prior work experience
- Prior experience in working with educational institutions (all sectors) is considered an asset
- Very good project management skills
- Enthusiasm in working and engaging with a diverse group of actors and network building skills
- Strong coordination skills and the ability to work effectively and independently, as part of a team, and in partnership with other organizations
- Excellent communication, presentation, and writing skills; professional fluency in English, both written and oral. German fluency is an advantage
- Prior experience in designing and organizing workshops and trainings
- Willingness to professionally develop digital and hybrid concepts and tools
- Deep interest in presenting and sharing knowledge in seminars and conferences for an international audience

What we offer:

- The opportunity to significantly develop and actively shape the European activities of the HPI D-School
- At European level, you can provide an impetus for the concrete activities of the European Commission's new "Digital Education Hub" within and beyond the vibrant community of the consortium
- Diverse opportunities to contribute your ideas, develop new solutions in the field of digital education and further nurture and support them to innovative and cooperation-oriented implementation
- The exciting and close cooperation with different stakeholders in the context of European education in the digital age
- A multifaceted job embedded in an exciting, international and dynamic working environment at the HPI
- Flat hierarchies, motivated teams, and none-bureaucratic cooperation at the HPI
- An engaging and secure job with an attractive compensation
- A workplace at the HPI campus in Potsdam-Babelsberg (S-Bhf. Griebnitzsee) with fast transport to Berlin and a subsidized BVG ticket
- Other attractive employee benefits (corporate benefits)

We are looking forward to your application.

Please send your cover letter, your CV, relevant proof of work, salary expectations and your possible date of entry **soon** (only as PDF) via email to: hr-office-dschool@hpi.de