



Kühne Logistics University - Wissenschaftliche Hochschule für Logistik und Unternehmensführung (KLU) is a private university founded in 2010 and based in Hamburg's HafenCity. The independent, state-approved university focuses on the areas of logistics and management. As a boutique university, KLU offers its students and doctoral candidates a high degree of specialization and excellent study conditions.

KLU Executive Education offers advanced training programs for specialists and managers within the framework of seminars and summer schools. We offer our employees exciting projects and challenging responsibilities in an innovative environment. Contribute your skills to a strong team that significantly influences and drives the development of our university.

At KLU you will work with open and ambitious colleagues in an international, multicultural atmosphere at an attractive HafenCity location. The campus offers not only breathtaking views of the Elbphilharmonie, the container terminals and the new quarters of Hamburg's HafenCity, but also modern workplaces. Our employees benefit from family-friendly working hours, home offices, company pension schemes, sports activities and a subsidy for public transportation.

Career Development & Alumni Relations Manager (gn*)

POSITION

We offer an inspiring international environment for creative working and new ideas, flat hierarchies and social benefits. To support our team, we are looking for a Career Development & Alumni Relations Manager:

- Full time employment with 40 hours per week
- Two-year contract with the possibility of conversion to long-term status
- Start date: As soon as possible

As the Career Development & Alumni Relations Manager, you are our office's "face to the customer", and organizational backbone. The office and project management responsibility for most of our career services rests with you. Areas of responsibility include:

Plan, organize and present programs on varying career-related topics.

Act as program manager for KLU's integrated compulsory internship program, including information provision, student and company outreach, data management, and reporting (using moodle).

Further develop our alumni and employer relations via innovative services fitting our profile. This area will not only require an entrepreneurial mindset, but also knack and fervor for data bank management and development. Data is the key to success in this field.

Provide professional development counseling and application feedback to current students and alumni via individual counseling, group programs and/or electronic communications. Applicants don't need to be certified trainers/coaches or psychologists, however relevant studies/ further education or previous relevant work experiences are preferred.

Always be a strong communicator, and networker, who enjoys building long-lasting relationships with faculty, professional organizations, student groups, our alumni association and employers, and has an affinity towards marketing our services.

Develop and drive the creation of statistics, working with our CRM tools and other reporting needs.

Summarized work distribution: 30% counseling/ teaching, 30% project management, 40% data management.

REQUIREMENTS

- Master's degree (open to all disciplines)
- Demonstrated excellent verbal, written and interpersonal communication skills in English (preferably also German)
- Preferably previous counselling/ teaching/ training experience (degrees or certificates not necessary)
- Demonstrated previous project management, event or program planning experience
- Demonstrated ability to work independently, creatively and collaboratively, and exercise good judgement.
- Strong organizational skills, ability to execute and prioritize multiple tasks simultaneously
- Demonstrated computer competence including word processing, spreadsheets, presentations, and especially database management
- Experience interacting with a diverse group of people. Ability to work effectively with individuals from diverse communities and cultures. Especially also as liaison between data base users and programmers.

WE OFFER

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APPLICATION

Please send your application with cover letter, resume as well as relevant references and your desired salary by e-mail to: klu-jobs@m.personio.de . For questions regarding the application process, please contact Ms. Anja Meyer (Head of Human Resources) under the telephone number +49 40 328707-114.

*gender neutral