

Program Manager (TV-L 13)
School of Social Sciences
Professorship for Statistics and Methodology

The **International Program in Survey and Data Science (IPSDS)** is designed for working professionals and trains survey and big data experts worldwide. **The program is funded by a grant from the German Federal Ministry of Education and Research** as part of the initiative “Aufstieg durch Bildung: offene Hochschulen”. IPSDS is a partnership of several Universities world-wide with primary hubs at the University of Mannheim and the University of Maryland.

The **Program Manager** is responsible for the research and evaluation as well as administrative aspects of program delivery. Responsibilities include, but are not limited to, developing and implementing research and evaluation activities, providing exceptional services and support to students and faculty, delivering effective and efficient program operations, coordinating with internal and external constituents and the program partners to ensure the highest level of quality program delivery. The position also oversees recruitment and outreach plans, event planning and organization, and providing day-to-day coordination and communication between IPSDS and the partnering institutions. This position will report to the Director of the IPSDS and will be responsible for the following:

- Conducting research on Workload Management (micro and mobile learning) and Self Regulation (learning analytics and survey)
- Coordinating course and program evaluations to verify research experiments, as well as writing research and evaluation reports and presenting results at international conferences
- Integration of research experiments to online courses and assisting faculty/instructors with the implementation of online courses
- Advising and managing advisory committees as to course, curriculum and program development
- Preparing and coordinating an Alumni survey
- Overseeing enrollment and registration of students/participants
- Planning and managing the admissions process
- Planning and managing the logistics for special events and site visits for our domestic and international clients
- Advising international students and responding to program inquiries

Successful candidates for the position will have experience in working with students, faculty, and staff; as well as educational programming management.

Minimum Qualifications

- Master's degree
- Proven experience in project management
- Excellent knowledge of English (oral and written)
- Experience in conducting research and evaluation
- A broad understanding of the higher education marketplace with particular emphasis on program management, executive education and leadership development
- Excellent communication skills to successfully function in a diverse international community
- Service oriented mindset
- Proven organizational skills and attention to details; ability to work efficiently and produce quality results
- Ability to work independently as well as in a team
- Proven ability to make effective use of time, plan ahead, and coordinate multiple projects, while still paying close attention to detail.
- Willingness and ability to learn proprietary software and audiovisual equipment
- Experience working with and serving diverse populations

Preferences

- Experience with the management and operations of academic programs, in particular of online learning programs
- Experience with academic advising
- Expertise in social sciences, survey methodology, data science or pedagogy
- Experience working with and interest in learning technologies such as course management sites (Canvas) and video conferencing platforms (Zoom).
- PMP certification
- Good German skills would be an asset
- Based in Mannheim/Germany would be an asset
- Ability to provide guidance and direction for the implementation and monitoring of online learning best practices
- Interest in keeping informed about emerging initiatives and innovations in online learning

We offer a **full time appointment, initially limited until July 31, 2020**, and flexible work schedule in an international team. Employment and social benefits are determined by the Public Sector Collective Agreement (Tarifvertrag für den öffentlichen Dienst), salary is according to level 13 TV-L.

Interested candidates are asked to send their **CV** and **motivation letter** (both in **English**) and **references** by post or in electronic format until **August 31, 2018** to

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Professorship for Statistics and Methodology
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Interviews will take place online or at our offices in September 2018.



The University of Mannheim aims to increase the proportion of women in research and teaching and therefore expressly invites qualified female scientists to apply. Applicants with disabilities are given preferential treatment if they are suitably qualified.

Data protection: Please note that the transmission of an unencrypted e-mail may endanger confidentiality and prevent unauthorized access by third parties. The documents submitted will only be returned if a sufficiently stamped return envelope is sent at the same time. Otherwise they will be destroyed after completion of the application process in accordance with data protection law. Electronic applications will also be deleted after completion of the application process.