

Program Manager – (f/m)

The Kühne Logistics University – Wissenschaftliche Hochschule für Logistik und Unternehmensführung (KLU) is an independent, state-accredited private university based in the HafenCity district of Hamburg and sponsored by the non-profit Kühne Stiftung (Foundation). The KLU currently offers master's programs in Global Logistics and Management, a Ph.D. as well as an Executive MBA program and executive education. A Bachelor of Science in Management starts in 2013. The 2012 Handelsblatt research ranking of management faculties in Germany, Austria and Switzerland ranks the KLU among the top universities from a field of more than 120 universities. In the future the university will have a maximum of 400 students. The KLU is establishing a strong portfolio of professorships in the area of logistics and management. In combining education and research competence, KLU covers the whole spectrum of teaching and research in the field of logistics, supply chain and business management.

To support our Program Management team the KLU is looking for a

Program Manager – (f/m)

- Full employment (40 hrs. / week)
- Two year contract / with the possibility of conversion to long-term status
- Start date: August 15th, 2013 or sooner

Responsibilities:

In your function as a Program Manager for our new Bachelor's program starting in September 2013 you will be the responsible person for the planning process during the implementation of the program, and the organization of the ongoing program. You will work closely together with the Academic Director of the Bachelor's Program.

In detail the function comprises the following responsibilities:

- Planning, coordinating and managing the program (contact person for program stakeholder: students, faculty, guest lecturers, executive board)
- Further development of curriculum, program coordination, and organization of courses (planning time tables / agenda, events)
- Quality management and program accreditation (evaluation and constant improvement, documentation and overall responsibility for program accreditation)
- Participation in program-marketing (Input for Marketing and advertising media, attendance at fairs and conventions)
- Managing cooperation partners (e.g. lectures and excursions)
- Project management for university projects
- Participation in program budgeting

Requirements

- University degree, preferably in the field of business administration or logistics
- Five years of work experience, esp. in university administration or educational management
- English and German language skills (business-fluent)
- Strong communicational skills, flexibility and the ability to work under pressure

Please, send us your complete application including letters of recommendation, CV and relevant certificates and degrees to

Kühne Logistics University – The KLU
Wissenschaftliche Hochschule für Logistik und Unternehmensführung
Anja Meyer
Brooktorkai 20
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or via E-Mail at jobs@the-klu.org.

Should you have any questions, please refer to Anja Meyer (Human Resources): +49 40 328707-114.
For further information see our website - www.the-klu.org/the-klu/jobs/