Template for job advertisement - Technical administrative positions

**Insert job type within insert subject area**  
The Department of X/Administration Centre at Faculty of Health at Aarhus University invites applications for a position as a insert job type within insert subject area as per 1 June 2022 or as soon as possible thereafter. The position is a fixed-term full-time position.

***(****Insert department/administrative centre profile text– e.g. Biomedicine – here).*The department of Biomedicine prioritises diversity and a good work environment, as this is a prerequisite for groundbreaking research. In a diverse and international research environment, dedicated employees are looking to generate new knowledge within biomedical research areas such as infection and inflammation, membranes, neuroscience and personalised medicine. The Department of Biomedicine provides research-based teaching of the highest quality and is responsible for a large part of the medical degree programme. Academic staff contribute to the teaching. English is the preferred language in the laboratory, at meetings and at seminars. The department employs approx. 500 people from all over the world, and they make use of the department's modern laboratory-, core- and animal facilities. The Department of Biomedicine focuses on innovation, entrepreneurship and collaboration with business and industry, and numerous researchers from the department have established companies to develop new medicinal treatments founded in professional scientific basic research. You can read more about the department [here](https://biomed.au.dk/) and about the faculty [here](https://health.au.dk/).

**Your job responsibilities**As insert job type, your primary tasks are insert and insert. You contribute to insert through insert and insert. In your daily work, you have a close interaction with competent colleagues. Supplement with a description of the tasks.

Your main tasks will consist of:

* *Consider the following:*
* Special methods and theories
* Tools, systems and IT
* Research support within specific areas
* Teaching and assignment supervision
* Sparring
* Administrative responsibilities
* Project work
* Interdisciplinary collaboration
* *... (supplement with specific tasks for the position in question)*

You will report to the Head of Department/Administration Centre Manager XX.

**Your competences**You have a background within subject area and experience with insert. Supplement with specific expectations for the position.

As a person, you have good interpersonal skills, are inclusive and team-oriented and able to contribute to a good work environment.

We expect you to be fluent in oral and written English.

You will be part of the on-call scheme (describe briefly). *(delete if not relevant)*

Obtaining a child certificate is a prerequisite for employment in the position. *(delete if not relevant)*

**Questions about the position**If you have any questions about the position, please contact Head of Department XX tel.: (+45) 8715 0000.

Your place of work will be the Department of X, insert address, DK-8000 Aarhus C, Denmark.

We expect to conduct interviews insert date or week (1st round) and insert date or week (2nd round). You may be given a case in connection with the interviews.

**THE TEXT BELOW IS AU STANDARD – FOUND IN EMPLY AND CANNOT BE EDITED**Terms of employment and pay are regulated by the collective agreement between the Ministry of Finance and [INDSÆT DEN RELEVANTE ORGANISATION OG FÆLLESOVERENSKOMST, HVOR DETTE KRÆVES].  
  
**Application**  
Your application must include the following:

* Motivated application
* Curriculum Vitae
* Indication of education (a copy of the diplomas should be uploaded)
* References/recommendations can be uploaded separately in the recruitment system

We refer to the faculty’s [Guideline for applicants](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-applicants-to-technical-administrative-positions.pdf).  
  
Aarhus University’s ambition is to be an attractive and inspiring workplace for all and to foster a culture in which each individual has opportunities to thrive, achieve and develop. We view equality and diversity as assets, and we welcome all applicants.

*The application must be submitted via Aarhus University’s recruitment system, which can be accessed under the job advertisement on Aarhus University's website.*

**Aarhus University**   
Aarhus University is an academically diverse and research-intensive university with a strong commitment to high-quality research and education and the development of society nationally and globally. The university offers an inspiring research and teaching environment to its 38,000 students (FTEs) and 8,000 employees, and has an annual revenues of EUR 885 million. Learn more at [*www.international.au.dk/*](http://www.international.au.dk/)