The University of Bonn is an international research university offering a broad range of subjects. Some 38,000 students and more than 6,000 employees study and work on the foundation of a 200-year tradition. The University of Bonn is one of the leading universities in Germany.

The International Office, in cooperation with Teaching and Academic Planning, is looking to fill one position as soon as possible, initially as a fixed-term contract until April 30, 2025, as

**Bilingual Coordinator (100%)**

The International Office coordinates international activities at the University of Bonn. It is the point of contact for students and researchers from abroad and assists students and researchers at the University of Bonn in all matters related to international mobility and cooperation. The Academic Planning and Capacity Matters section (Section 9.1) of Teaching and Academic Planning (Division 9) is responsible, among other things, for advising the examination boards for the degree programs with respect to the creation, preparation and further development of study and examination regulations, and for preparing documents related to examination procedures. The Central Study Advisory and Counseling Service (Section 9.2) advises students, prospective students and applicants on all matters related to their studies during their entire period of study. It is also a central contact and clearing point for parents, lecturers and cooperation partners of the University of Bonn that are active in the area of career orientation.

**Your tasks:**

- Continuous assessment of the university-wide translation needs of the University of Bonn
- Central coordination of all translation activities
- Selection of and coordination with external language service providers (vendor management)
- Coordination and quality assurance for externally produced German>English translations
- Translation of German>English texts, possibly also English>German
- Revision and proofreading of English texts with respect to internal language policy requirements, grammar, style and readability
- Use and maintenance of translation tools (SDL Trados Studio)
- Terminology management
- Maintenance of the University of Bonn German-English glossary and Style Guide using the English-language writing conventions required for the University
- Proactive further development of the University's bilingual presence and continuous process optimization
- Conceptual support for further development of a university-wide language policy as part of the internationalization of the University of Bonn
- Provision of expert advice to university members on language and translation-related topics
- Central coordination of editing of English scientific texts with external language service providers
Your profile:

• Successful completion of a university degree in the field of translation (Master’s or Diplom degree)
• Appointment as a sworn (English) translator is desirable
• German and English language skills at the level of a native speaker
• Min. 3 years of professional experience in the areas of translation and project management
• Min. 2 years of experience in the area of university translation (teaching and learning in particular)
• Practical experience with public tender procedures and vendor management
• In-depth knowledge of the use of SDL Trados Studio
• Knowledge of the use of SAP procurement software (SRM)
• Knowledge of the design of Internet webpages using a CMS, preferably Plone
• Strong communication skills, ability to work independently
• Intercultural skills in day-to-day and academic contexts
• Desire to be an internal language service provider
• Experience in the design of print media (e.g. using Adobe InDesign) is advantageous

We offer:

• A varied, challenging position with one of the largest employers in the region
• Flexible working hours
• Advanced and further training opportunities
• Occupational pension (VBL)
• Many options available for university sports
• Excellent access by public and private transport and the opportunity to buy a Large Employer Ticket for the VRS public transport network or take advantage of low-cost parking
• Remuneration in accordance with TV-L pay grade 13

The University of Bonn is committed to diversity and equal opportunity. It is certified as a family-friendly university. The University of Bonn seeks to increase the proportion of women in areas where women are underrepresented and focus on promoting their career development. It therefore strongly encourages applications from qualified women. Applications will be handled in accordance with the NRW State Gender Equality Act. Applications from qualified candidates with a certified severe disability or from those of equal status are particularly welcome.

If you are interested in this position, please send your application as a single PDF file, indicating reference number 218/21/3.42, by email to bewerbung3.4@verwaltung.uni-bonn.de by January 2, 2022. For further information, please contact Olaf Brodersen (Tel.: +49 (0)228 73-3291).