



JOB DESCRIPTION

Job-title:	Universities Coordinator	Job-ID:	MAC 31
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Division:	Professional Football	Activity rate:	100%
Unit / Cost centre:	Documentation Centre	Salary (100%):	
Superior:	Head of Professional Football Services	Start date:	01.02.2007 or as soon as possible
City, Country:	Nyon, Switzerland		

Purpose of the job (Mission):

To ensure that UEFA has access to, and an understanding of, the best research, thinking, ideas, contacts and alumni networks from all relevant universities, research and academic institutions.

Main activities and responsibilities - Job description	1= <50%, 2= 50%, 3= 75%, 4= 100%			
	1	2	3	4
Main activities (the most frequent first):				
Build strong and close relationships with a pre-defined network of universities, research and academic institutions and with the key individuals who are based in such institutions (the "UEFA universities network").	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that the UEFA universities network covers both (a) the UEFA geographical area and (b) subject specialisms – with a focus on business/humanities (possible expansion in the future).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Obtain information and research for UEFA from universities; support the fulfillment of UEFA's knowledge-sharing, management, education and assistance programmes (in conjunction with the relevant divisions e.g. National Associations); ensure documentation services to support the UEFA Documentation Centre; explore (with the HR department) training for UEFA staff and senior management using the UEFA universities network; set up and manage (with HR) an overall approach to interns; monitor and obtain recruitment information for UEFA; set up and manage (with HR) a policy for dealing with individual student requests and for requests from universities not part of the UEFA network.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support and assist the partners in the UEFA universities network through, for example: performing (or organizing) specific lectures and/or events; providing ad hoc answers to questions and/or information requests; assisting with the modules on their courses; dealing with their requests/needs as regards interns; and developing and evaluating a UEFA approach to establishing scholarships/research grants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In general terms, to provide support to the UEFA Documentation Centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Main responsibilities (technical – financial – managerial):				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision power (only for managerial jobs):				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Professional Profile	1= <50%, 2= 50%, 3= 75%, 4= 100%	1	2	3	4
UEFA Core Competencies:					
Team Spirit ; work as an individual contributor for the success of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Devotion : make a full contribution to the team's achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Responsibility : take ownership, be aware of the impact of each action, decision, words	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Relevance: identify and implement effective, practical and sustainable solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Education:					
Masters level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sports-specific university course (degree or masters)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work experience:					
2 to 5 years of experience of dealing with different universities, research and other academic organisations, in particular managing a network (i.e. minimum 3 universities).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business know-how & IT-skills:					
Good understanding of the academic spirit, ability to seize the universities' approach, organization and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good knowledge of MS Office products	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competencies & characteristics:					
Capacity to share information and also to negotiate and bring proposals forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Entrepreneurship, capacity to build and maintains strong partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good organiser, coordination and planning skills, with the ability to have a global picture of a situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent verbal and written communication skills with various types and levels of audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to define, implement and communicate new processes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to work independently and to define priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to search, locate and collect a specific information on demand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service-minded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language skills:					
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
German / French	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other requirements:					
i.e. travel required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>