

*The UHasselt contributes to the knowledge economy in the Euregion. Active tutoring, made to measure for the students, topquality research in specific domains and an international orientation are our university's characteristics. Owing to its small size, the university and its employees are building up to an organisation together where it is a pleasure to work. Qualities are the only means by which people are measured. Gender, ethnicity, handicap, nationality and age are not taken into consideration.*

The Faculty of Architecture and Arts of Hasselt University seeks a (m/f)  
**staff member communication and internationalisation for the Design for All Academic Network**

**Background**

<https://www.uhasselt.be/fac-architectuur-en-kunst> - [https://www.uhasselt.be/project\\_details?pid=14685&t=nl](https://www.uhasselt.be/project_details?pid=14685&t=nl)

**Job content**

As a staff member it is your core task to roll out an internationalisation and communication strategy for the Design for All Academic Network a subnetwork of the main network EIDD Design for All Europe. The UHasselt Faculty of Architecture and Arts takes the lead in the aim of further developing a sustainable and effective organisation and implementation of the academic network for Design for All Europe. You identify and coordinate opportunities for internationalisation with the focus on connecting people and knowledge, disseminating and creating DfA knowledge. You proactively look for new international academic partners and ensure connection in an inspiring way. You are responsible for developing and setting up the Academic Design for All activities, such as the conference and summer school and meetings of the Belgian DfA network and will therefore build upon constructive long-term relationships. You are responsible for efficient coordination and organisation. You share and disseminate knowledge (via e-journal, database, website, etc) in an inclusive and accessible manner. You are responsible for the active management of the website and relevant social media. You take care of the maintenance of the website and prepare newsletters. You are responsible for the database and the development and coordination of "good practices" in order to generate an information website for partners of the academic network. You work together with the service for our own Tech Transfer Office regarding coordination of rights and patents. You provide project-related reports. You liaise with the members of the Academic Network, answering their questions whenever possible and passing more specialised requests on to the competent member(s) of the EIDD Executive Board. You respond to requests for information from potential new academic members of EIDD (who will automatically become members of the Academic Network if their applications are approved), providing background about the benefits of membership and current and projected activities.

**Profile**

- \* You have a master degree.
- \* You show clear interest and empathy with Design for All and domains related to inclusion and diversity. If you can demonstrate relevant experience, this is considered as an advantage.
- \* You have experience in webdesign or you are willing to acquire this expertise. Experience with graphic design programs like Adobe Photoshop is an asset.
- \* You communicate clearly and fluently in both Dutch and English and both oral as written. If Dutch is not your native language you are encouraged to take courses. Knowledge of extra languages is an asset.
- \* You have a constructive and cooperative attitude and you pay attention to required and relevant meetings and communication.
- \* You have a proactive attitude regarding the tasks and your commitments and responsibilities. You know how to give structure and a clear overview.
- \* You have the capability to build up a relevant network with attention for the realisation of targets and objectives
- \* You like to take the initiative and create and formulate ideas aiming for optimisation.
- \* You show that you are eager and willing to learn and you are willing to look for growth and development of yourself and the project.
- \* You are not afraid of deadlines and you have the necessary time management skills.
- \* You are willing to travel abroad during short periods of time.

**Offer**

You will be appointed as Administrative and Technical Staff and paid by class 5. We offer you a contract of one year with the possibility of extension. You ideally start no later than October 1st 2019.

**Selection procedure**

You can only apply online up to and including **19 August 2019**. The selection procedure consists of a preselection based on application file, an introductory interview, a in-depth interview (with assignment) and an assessment center. If required, a selection exam can be held after preselection.

**Further information**

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