



UNIVERSITY OF PAU AND PAYS DE
L'ADOUR (UPPA)
Avenue de l'Université – BP 576
64012 PAU
Dep. Of Human Resources - BIATSS



JOB DESCRIPTION

Communication Officer – enhancing international initiatives

Type of contract: Full time, fixed-term contract of 1 year, renewable for 3 years.
Desired Start Date: 6 April 2021
Gross salary: 2 155€

Based within the Communication Department and UNITA team at the University of Pau and Pays de L'Adour (UPPA), the Communication Officer will develop and enhance the initiatives carried out by the University at international level. Additionally, the role will set up and run the internal and external communication channels of UNITA project, in order to increase its visibility and audience.

About the Role:

The main Responsibilities of this role will be to:

- Promote internally the UNITA project in French (e.g. newsletters, managing student groups, coordinating relevant events, etc)
- Enhance external visibility of the UNITA project in both French and English (e.g. writing articles, press release, website updates, etc)
- Attend meetings organised by UPPA and UNITA alliance members (meetings will be held both in French and English)
- Coordinate UPPA Communication Plan related to international matters and initiatives
- Support the International Relations Department to develop and promote their initiatives by utilising internal and external communication channels.
- Produce relevant material to promote and enhance the international projects run by UPPA both in French and English (e.g. writing articles, ensuring website is up to date, posting on social networks)

About You:

Qualifications:

Educated to Bachelor's degree level in communication with at least 3-year work experience.

A successful experience on an international project is a must.

Knowledge of and/or work experience with University and research environments is a plus.

Experience and Knowledge:

- Writing experience
- Editing on websites and utilisation of social media
- Experience in setting up communication initiatives and projects
- Leading and coordinating meetings
- Knowledge of French and English is compulsory and knowledge of an additional Roman language is a plus (Italian, Spanish, Portuguese, Romanian) – B2 level (upper intermediate) is the minimum.

Skills and abilities:

- Excellent writing skills
- Analytical skills and ability to summarise complex concepts
- Communication and interpersonal skills

- Ability to work within multicultural team
- Interest in scientific and technical communication

Context and environment:

Awarded with the “Investissement d'avenir” label, the University of Pau et des Pays de l'Adour (UPPA) is recognized as a university of excellence with the project *E2S, Solutions for Energy and the Environment*, supported by the UPPA, INRA, Inria, CNRS consortium (I-SITE Label, Science Innovation Initiatives, Territories, Economy) and with the *SPACE* project, *Progressive and Accompanied Specialization of Student Cursus* (NCU Label, New university courses).

Multidisciplinary and multisite, UPPA is made of 5 campuses: Pau, Bayonne, Anglet, Mont-de-Marsan and Tarbes. It supports more than 13,500 students to graduate from Bac + 1 to Bac + 8, on a wide range of subjects, including law, economics, management, literature, languages, human sciences, sport, science and technology.

With 23 research units, 30 chairs of high-level expertise and 8 joint laboratories in association with major research organizations (CNRS, INRAE, Inria) and institutional and private sector partners, UPPA is a major player in scientific and economic development of southern department of the Aquitaine region.

Thanks to its international cooperation, UPPA is also highly recognised at European level, having obtained the Label of European University through its *UNITA-Universitas Montium* project, which brings together, in addition to the UPPA, the universities of Turin (Italy), Savoie Mont Blanc (France), Covilhã-Beira (Portugal), Timisoara West (Romania) and Zaragoza (Spain). These Universities share common goals and characteristics which led to their fruitful cooperation. They are located in cross-border, mountainous areas; and they speak Roman languages, which facilitate cooperation and mutual understanding.

Through UNITA, these European universities aim to strongly enhance the mobility of students and university staff; strengthen the quality and competitiveness of European higher education; and promote European values and identity. Their cooperation prefigures a transformation of the European higher education landscape. In this perspective, *UNITA Universitas Montium* aims to build a new space of mobility (physical and virtual) for 165,000 students and 15,000 staff as well as develop and test new educational modules and catalyse new educational, research and innovation projects.

Reports to:

The Communication Officer reports to the Communication Director and UNITA project Manager (International Relations Department).

Specific constraints:

- Certain events may require availability in the evening and on weekends.
- Continuous evolving skills (on social networks, computer software ...) and therefore up-to-date knowledge of rapidly evolving tools.
- Travel across national territory and abroad is envisaged.

Coordination with other teams:

The Communication Officer will work with the UNITA team, the International Relations Department, UPPA Reprography Centre, the Audio-visual Centre, Professors and Fellow-Researchers from the research units. Externally, she/he will work with UNITA partners and service providers in the field of communication and media.

Concerned Service Department of Communication at UPPA
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Closing date to submit applications: **15 March 2021**

Desired **starting date** of the role: **6 April 2021**

Candidatures à déposer sur : <https://recrutement.univ-pau.fr/>