

Vacancy at the German Jordanian University in Amman, Jordan

The German Jordanian University (GJU) is a public Jordanian university that is based on the model of German universities of Applied Sciences. It was established in 2005 upon an agreement between the German and Jordanian governments. At present, about 5000 students are enrolled at GJU. All GJU bachelor students spend one year of their studies in Germany, for which they receive professional, linguistic and cultural preparation in the first three years. A mandatory internship with a minimum duration of 20 weeks is part of the "German Year" for all bachelor students. The "German Dimension" therefore plays a central role in all courses of study.

For the Federal Government and the Federal Ministry of Education and Research in Germany, GJU is one of their most important international higher education projects, which is funded by the German Academic Exchange Service (DAAD) as part of the program "Transnational Education – Promotion of Binational Universities". The University of Applied Sciences Magdeburg-Stendal is the project governing university in Germany. It has established a Project Office, which works closely with GJU.

At the International Affairs Department at GJU in Amman, the following position is vacant (start immediately)

German Year Internship Coordinator

Job Tasks:

- Preparation and supervision of the mandatory internship during the German Year
- Checking of internship offers and approving the internship contracts according to German Year regulations
- Assessment of internship certificates and reports
- Review and correct application documents (CVs and motivation letters) of students
- Conducting individual online meetings with students to review and correct their internship application documents and prepare them for interviews
- Hold and organize regular information sessions (online and/or face-to-face) to educate students about internship search related topics together with the GJU Project Office at UAS Magdeburg-Stendal
- Provide and organize regular counselling session for students and workshops (groups and individual counselling) about the German labor market, internship offers and company partner networks in Germany in close collaboration with GJU Project Office at UAS Magdeburg-Stendal
- Communication with career services of partner universities and the partner companies in Germany in close collaboration with GJU Project Office at UAS Magdeburg-Stendal
- Regular obligatory exchange (Jour Fixe) with main partners involved
- Coordinate and maintain internship database
- Conduct regular German Year internship surveys and reports

- Maintain and update all Germany Year internship related documents on GJU's internal and external platforms (regulations, templates, website, German Year platform etc.)
- Follow up the communication with students and professors on deadlines, new GY decisions
- Participate in feedback session with the Academic Exchange Coordinators and Exchange Officers at GJU
- Participation in GJU Open Day, German/International Week, other events & conferences
- Following and moderating the social media channels of IAD
- Perform other duties and tasks as requested by the Director of the International Affairs Department

Qualifications:

- Bachelor Degree, Master Degree preferred
- Work experience of at least one year at a German company is an asset and/or a university abroad or in international organizations
- Native in German & fluent in English language, Arabic is an advantage
- Secure use of MS-Office programs (Excel in particular)
- High organizational talent & concise and structured work
- Confident and cultivated appearance
- Intercultural competence and resilience
- Ability to work in a team
- Willingness to participate in events and take over further tasks if necessary

Remuneration for the position:

The position is remunerated at GJU with a local salary. In addition, EU citizens receive a DAAD top-up, which is contractually agreed upon with University of Applied Sciences Magdeburg-Stendal as the project-governing German institution.

Application Deadline: 30. November 2025

In case of questions about this opportunity, please contact Dr. Jennifer Gronau, Director of the International Affairs Department of GJU: iad.director@gju.edu.jo

Application: Please send your application in English (cover letter, CV, certificates) as one PDF file to:

International Affairs Department:

iad.director@gju.edu.jo ; humda.qamar@gju.edu.jo

and cc the

Human Resources Department:

HRD.Director@gju.edu.jo ; Taqwa.Sawareh@gju.edu.jo