

Vacancy at the German Jordanian University, Madaba Campus, Jordan

The German Jordanian University (GJU) is a public Jordanian university established in 2005 through an agreement between the German and Jordanian governments. Based on the model of German Universities of Applied Sciences, GJU currently has almost 6,000 students. The German Year is one of GJU's defining features. As an integral part of their bachelor's degree programs, all undergraduate students complete a mandatory study semester and internship in Germany.

GJU is one of Germany's flagship transnational higher education projects and is funded by the German Federal Ministry of Research, Technology, and Space through the German Academic Exchange Service (DAAD) under the program "Transnational Education – Promotion of Binational Universities." Hochschule Magdeburg-Stendal is the German project-leading university and operates a Project Office (PO) that works closely with GJU.

The International Affairs Department (IAD) is seeking a proactive, service-oriented and digitally minded colleague to coordinate the internship component of the German Year. The position combines structured administrative coordination with student advising and collaboration with German industries and institutions. It is well suited for someone who enjoys working accurately, communicating with students and partners, and ensuring that complex processes run smoothly and reliably.

The following position is available at the International Affairs Department at GJU's Main Campus (close to Madaba), with an intended starting date as soon as possible:

German Year Internship Coordinator

Key Responsibilities:

1. German Year Internship Coordination

- Coordinate and supervise the mandatory internship component of the German Year
- Review and approve internship contracts
- Assess internship certificates and reports
- Ensure compliance with German Year regulations

2. Student Support & Career Guidance

- Review CVs and motivation letters
- Conduct individual advising sessions and prepare students for interviews
- Organize workshops on internship search strategies, internship opportunities, the German labor market, and partner company networks in Germany in close cooperation with the PO

3. Partner & Stakeholder Management

- Cooperate closely with the GJU Project Office
- Communicate with German universities (Career Services) and companies
- Participate in regular Jour Fixe meetings
- Support partnership development within the German Year

4. Quality Assurance

- Prepare regular reports and evaluations
- Monitor program KPIs and support quality assurance initiatives
- Perform other duties and tasks as requested by the Director of the IAD

5. Digitalization & Innovation

- Maintain digital databases
- Maintain digital knowledge resources
- Contribute to the development and improvement of digital systems, forms, workflows, and tracking tools, and the development of sustainable workflows, documentation, and internal guidelines
- Identify opportunities to digitalize and automate internship-related processes and administrative tasks
- Monitor internship data and prepare periodic reports on KPIs
- Support knowledge sharing and contribute to team-wide process improvements

Qualifications:

- Bachelor's degree in a relevant field (e.g. Business Administration, Education, Public Administration, Career Development or a related discipline)
- Professional experience in Germany, at a German company, a higher education institution, or an international organization
- Sound knowledge of the German labor market and internship landscape
- Native-level proficiency in German and excellent command of English; Arabic is an advantage.
- Proficiency in Microsoft 365 applications, with experience in digital workflow and automation tools considered an asset (e.g. Power Automate, Power BI, or similar platforms)
- Commitment to providing high-quality, accurate and reliable administrative support and student services
- Excellent organizational and coordination skills with a structured and detail-oriented approach to work
- Strong communication, interpersonal and intercultural skills
- Ability to work independently while contributing to a collaborative team environment
- Flexibility and resilience in an international working environment
- Willingness to relocate to Jordan

Remuneration: The position is remunerated according to the German Jordanian University's local salary scale. In addition, citizens of European Union member states are eligible to receive a DAAD top-up allowance, subject to a separate contractual agreement with Hochschule Magdeburg-Stendal, the German project-leading university.

Application:

The **Application Deadline** is **Friday, 21 August 2026, 23:59** (Jordan Time, UTC+3). Please submit your application in English (one-page Statement of Suitability, CV and relevant certificates) **on the university's job portal:** <https://guests.gju.edu.jo/faces/index.xhtml> by the application deadline.

Late, incorrect or incomplete submissions will not be considered. Only short-listed candidates will be contacted.

For further information regarding the position, please contact Ms. Humda Qamar, Director International Affairs Department (E-Mail: IAD.Director@gju.edu.jo).

Call published: 30 July 2026