



## EELISA STAFF TRAINING

### JOB SHADOWING

FRIEDRICH-ALEXANDER-UNIVERSITÄT

### FAU Staff training Opportunities for EELISA partners

For FAU, all incoming staff must apply via the Central office of international affairs. Please contact [mobility@fau.de](mailto:mobility@fau.de) to receive the necessary link to our online platform.

If you do not have a host, you indicate so and then upload your CV and motivation letter. The Central Office of International Affairs then sends your file to potential suitable entities and they decide.

If you already have identified a potential host and have their approval, you indicate the contact data of the host and upload their confirmation (simple pdf of email is sufficient, no official letter required)

No Job Shadowings are possible in the President's Office or in entities and offices that deal with sensitive data, due to data protection.

Administrative of academic entity	Target group	Contents of training	Type	Duration	Comments on time slots	Remarks	Contact	Contact Email
S-International	International Officers	Different themes Tbc for 2027:  Welcoming and onboarding	SW	5 days	Tbc.		Bianca Köndgen	<a href="mailto:mobility@fau.de">mobility@fau.de</a>
S-International Team Mobility	International Officers – Staff Mobility	How ST Mobilities in and out are dealt with	JS	2 days			Bianca Köndgen	<a href="mailto:mobility@fau.de">mobility@fau.de</a>
S-International Welcome Center	International Officers	Welcome and onboarding of PhD Students and Researchers	JS	2 days	tbc		Kerstin Sommer Xenia Mercier  Julia Hofmann	<a href="mailto:welcome@fau.de">welcome@fau.de</a>

S-International Team Mobility	International Officers – Student Mobility	<ul style="list-style-type: none"> <li>• How SM Mobilities in and out are dealt with</li> <li>• Use of Social Media</li> <li>• Welcoming and onboarding</li> <li>• EWP and Mobility Online: data exchange and process management</li> <li>• Facilitating and preparing international internships (incoming and outgoing“.</li> </ul>	JS	2 days in total, not per theme		Activities are split on various themes, with one person. For each theme 2-3 hours are foreseen	Team Mobility & Team Projects	<a href="mailto:mobility@fau.de">mobility@fau.de</a>
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1 JS = Individual Job Shadowing; SW = organized staff week for participants all over Europe; LC = Language Course; BC = Block Course on a special theme

Faculty of Law and Social Sciences School of Business International Office (Nürnberg)	International Officers	<ul style="list-style-type: none"> <li>• Outgoing information events</li> <li>• Application &amp; selection tool</li> <li>• Service desk &amp; infodesk</li> </ul>	JS				Jörg Reisner	<a href="mailto:Joerg.reisner@fau.de">Joerg.reisner@fau.de</a>
Faculty of Humanities International Office	International Officers	<ul style="list-style-type: none"> <li>• incoming students services, information events (Faculty Day),</li> <li>• Visiting Guests services</li> <li>• Eastern Europe Strategy Projects and Networks (Erasmus+ 171, DAAD-Projects,</li> </ul>	JS	½ - 2 days			Elzbieta Garza	<a href="mailto:elzbieta.garza@fau.de">elzbieta.garza@fau.de</a>



		Summer Schools, BIP's)						
Faculty of Humanities International Office	International Officers	<ul style="list-style-type: none"> <li>tbc</li> </ul>					Kerstin Maurer	<a href="mailto:Kerstin.maurer@fau.de">Kerstin.maurer@fau.de</a>
Faculty of Sciences Dean's Office	International and Research Officers	<ul style="list-style-type: none"> <li>Introduction to the German Research Funding System</li> <li>Research and Teaching at Faculty of Sciences</li> <li>General support for International Students</li> <li>Monitoring Academic Progress of International Student</li> </ul>	JS	½ day = combination with other activities needed			Patrik Stör	<a href="mailto:Patrik.stoer@fau.de">Patrik.stoer@fau.de</a>
Presse	Communications professionals	<ul style="list-style-type: none"> <li>Press office</li> <li>Internal Communication</li> <li>and Web Editorial Office</li> <li>Social media</li> </ul>	JS	2 days			Blandina Mangelkramer	<a href="mailto:Blandina.mangelkramer@fau.de">Blandina.mangelkramer@fau.de</a>

		<p>communication in the university context</p> <ul style="list-style-type: none"> <li>• Corporate branding and corporate design at a university</li> <li>• Strategic communication and positioning processes</li> <li>• International brand communication and stakeholder management</li> <li>• Coordination and cooperation with faculties and central institutions</li> <li>• Exchange on best practices in higher education and university marketing and branding</li> </ul>				
S-Projekte	Project Manager, Advisors of the University Board - V	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Support of University Board</li> </ul>	JS	2 days		<p>Jana Rosenbusch Melanie Viebahn</p> <p><a href="mailto:jana.rosenbusch@fau.de">jana.rosenbusch@fau.de</a></p>
Office for Gender and Diversity	Equal Opportunities Diversity and Antidiscrimination Officers	<ul style="list-style-type: none"> <li>• Equal Opportunities measures in academia,</li> <li>• Women in STEM,</li> <li>• Diversity and Anti-discrimination</li> </ul>	JS	2 days		<p>Magda Luthay Harriet Ziegler</p> <p><a href="mailto:Magda.luthay@fau.de">Magda.luthay@fau.de</a></p>
ZUV-L1 Legal Affairs and Quality Management	QM officers, Lawyers	QM, programme Development, Evaluation	JS	2 days		<p>Magdalena Lieb</p> <p><a href="mailto:Magdalena.lieb@fau.de">Magdalena.lieb@fau.de</a></p>

ZUV-L2 Campus Management	IT officers	Overview over the administration of a Campusmanagement System of a University and the Support system für students and staff	JS	2 (half) days		Andrea Grimm	<a href="mailto:Andrea.grimm@fau.de">Andrea.grimm@fau.de</a>
ZUV-L3 ZSB	Student Advisors		JS	2 days	Nov-April	Kerstin Seitz	<a href="mailto:Kerstin.seitz@fau.de">Kerstin.seitz@fau.de</a>
	Career Officers		JS	2 days	Nov-April		
	Disabled Student Advisors		JS	2 days	Nov-April		
ZUV-L4 Admissions Office – General and Master Office	Admissions Officers		JS	1/2 day = need to combine with other divisions!	Not in summer.	Stefan Kiessling	<a href="mailto:stefan.kiessling@fau.de">stefan.kiessling@fau.de</a>
ZUV-L6 Examination Office	Colleagues working in exam administration process on (exam registration, exam admission, transcript issuance, etc.)	The individual steps in the exam administration process for predefined degree programs are to be analyzed and compared	JS	2 days	Where possible, please indicate which degree programs you supervise at your home university so that an exchange can be arranged with the colleagues who oversee equivalent programs at FAU	Thomas Purr	<a href="mailto:Thomas.purr@fau.de">Thomas.purr@fau.de</a>
ZUV – H3 EU Research Office	EU Advisors	Research projects founded by the EU	JS	2 days	Periods to be avoided: July, August, December, January	Maike Fendt	<a href="mailto:maike.fendt@fau.de">maike.fendt@fau.de</a>

ZUV – P 6 Level HR Affairs and Travel	Administrative staff from human resources departments (preferably secondary activity area or legal department)	<ul style="list-style-type: none"> <li>Secondary employment law at universities: notification, approval and documentation procedures –</li> <li>Practical case management: test criteria, communication with employees and managers –</li> <li>Insights into fundamental questions of labour and service law in the university context (TV-L/civil service law, labour law, if necessary court hearings before the labour or administrative court)</li> </ul>	JS	2-5 days	Working language only : Deutsch; Conversations are possible in English and Spanish		<a href="mailto:anna.kunath@fau.de">anna.kunath@fau.de</a>
Universitätsbibliothek		Library staff week	SW	5 days	Organized every 4-5 years	Konstanze Söllner	<a href="mailto:Konstanze.soellner@fau.de">Konstanze.soellner@fau.de</a> <a href="mailto:sarah.boesendorfer@fau.de">sarah.boesendorfer@fau.de</a>
Universitätsbibliothek	<ul style="list-style-type: none"> <li>Librarians</li> <li>IT Staff for Libraries</li> </ul>		JS	2 days		Konstanze Söllner	<a href="mailto:Konstanze.soellner@fau.de">Konstanze.soellner@fau.de</a>
S-Forschende (Researchers)	Research Officers Early Career Support	<ul style="list-style-type: none"> <li>Strategies for supporting applications in national funding schemes, general research support</li> </ul>	JS	2 days		Christian Schmitt-Engel, Sonja Pötzsch, Henriette Müller-Ahrndt	<a href="mailto:zuv-forschung@fau.de">zuv-forschung@fau.de</a> ; <a href="mailto:graduierzentrum@fau.de">graduierzentrum@fau.de</a>

		<ul style="list-style-type: none"> <li>Qualification and support for early career researchers</li> </ul>					
FAU Competence Center Education (Fürth)	Higher Education Specialists, Experts for digital learning	Further Development in Teaching and Learning IT in Learning	JS	2 days	3-4 staff per year, not at the same time	Michael Cursio Sónia Hetzner	<a href="mailto:Michael.cursio@fau.de">Michael.cursio@fau.de</a> (Further Development) <a href="mailto:Sonia.hetzner@fau.de">Sonia.hetzner@fau.de</a> (IT in Learning)
Faculty of Humanities – Institute of Ancient Languages, Chair of Latin Philology of the Middle Ages	Graduate Medievalists and Early Modern Specialists	Medieval writing culture, Book illumination, Medieval Latin or Digital cataloguing of manuscripts	BC JS	5 days 2 days	<a href="https://www.gmitten.tein.phil.fau.de/scripto/scripto-education/">https://www.gmitten.tein.phil.fau.de/scripto/scripto-education/</a>	Michele Ferrari	<a href="mailto:michele.ferrari@fau.de">michele.ferrari@fau.de</a>
Faculty of Sciences - Geozentrum Nordbayern	Geologists	Microfacies	BC	5 days	<a href="https://www.gzn.nat.fau.eu/palaeontologie/fluegel-courses/">https://www.gzn.nat.fau.eu/palaeontologie/fluegel-courses/</a>	Axel Munnecke	<a href="mailto:axel.munnecke@fau.de">axel.munnecke@fau.de</a>
Faculty of Sciences - Botanical Garden	Gardeners	Work skills in gardening, propagation, biological pest control	JS	2-5 days	Also apprentices	Claus Heuvelmann	<a href="mailto:Claus.heuvelmann@fau.de">Claus.heuvelmann@fau.de</a>
Faculty of Engineering - Student Service Center (SSC) Mechanical Engineering	Student Advisor	<ul style="list-style-type: none"> <li>problems encountered by international students</li> <li>Welcoming, Onboarding &amp; support for international students</li> <li>General student support</li> </ul>	JS	2 days		Heidi Zinser	<a href="mailto:Heidi.zinser@fau.de">Heidi.zinser@fau.de</a>

Faculty of Engineering - Medical Engineering	Student Advisor / Master programme Co-ordinator	Exchange on admissions processes, curriculum development, and the counseling and support of (international) students.	JS	2 days		Claudia Barnickel	<a href="mailto:Claudia.barnickel@fau.de">Claudia.barnickel@fau.de</a>
Faculty of Sciences SSC Chemistry	Student Advisor	Counseling and support of (international) students.	JS	2 days		Eva Landeck Almut Ruyter	<a href="mailto:ssc-chemie@fau.de">ssc-chemie@fau.de</a>
Faculty of Engineering SSC EEI	Student Advisor	Counseling and support of (international) students.	JS	2 days		Joanna Kudanowska Almut Churavy	<a href="mailto:Joanna.kudanowska@fau.de">Joanna.kudanowska@fau.de</a>
Faculty of Sciences Dep. Chemistry and Pharmacy	Lab staff, Chemist	Laboratory work	JS	2 days			<a href="mailto:Carmen.pospisil@fau.de">Carmen.pospisil@fau.de</a>
Faculty of Sciences Department Mathematics & Data Science, SSC Maths	Student Advisor	Student on and offboarding, advice online and offline with the special view on international students; workshops like studying successfully; examination preparation	JS	2 days		Manuele Linsner Jasmin Schindler	<a href="mailto:ssc@math.fau.de">ssc@math.fau.de</a>