Template for job advertisement - Technical administrative positions

**Insert job type within insert subject area**  
The Department of Clinical Medicine at Faculty of Health at Aarhus University invites applications for a position as a insert job type within insert subject area as per insert date or as soon as possible thereafter. The position is a fixed-term full-time position.

*Do not change this paragraph*: At the Department of Clinical Medicine, you will be part of what is probably the largest health science research department in Denmark. Our clinical research covers all the medical specialities and takes place in close collaboration with the university hospital and the regional hospitals in the Central Denmark Region. We have approx. 30,000 square metres of modern research facilities for experimental surgery and medicine, animal facilities and also advanced scanners at our disposal. The department has overall responsibility for the Master's degree programs in medicine and in molecular medicine. At the department we are approx. 425 academic employees and the same number of PhD students cooperating across disciplines. You can read more about the department [here](http://clin.au.dk/en/) and about the faculty [here](http://health.au.dk/en/)**.**

***Here you can insert something about Steno*** You can read more about SDCA [here](https://www.stenoaarhus.dk/english/).

**Your job responsibilities**As insert job type, your primary tasks are insert and insert. You contribute to insert through insert and insert. In your daily work, you have a close interaction with competent colleagues. Supplement with a description of the tasks.

Your main tasks will consist of:

* *Consider the following:*
* Special methods and theories
* Tools, systems and IT
* Research support within specific areas
* Teaching and assignment supervision
* Sparring
* Administrative responsibilities
* Project work
* Interdisciplinary collaboration
* *... (supplement with specific tasks for the position in question)*

You will report to the Head of Department/Administration Centre Manager XX.

**Your competences**You have a background within subject area. Experience with insert will be considered an advantage. Supplement with specific expectations for the position.

As a person, you have good interpersonal skills, are friendly and helpful and able to contribute to a good work environment.

We expect you to be fluent in oral and written English.

**Questions about the position**If you have any questions about the position, please contact Head of Department XX tel.: (+45) 8715 0000.

Your place of work will be the Department of X, insert address, DK-8000 Aarhus C, Denmark.

We expect to conduct interviews insert date or week (1st round) and insert date or week (2nd round). You may be given a case in connection with the interviews.

**THE TEXT BELOW IS AU STANDRAD – FOUND IN EMPLY AND CANNOT BE EDITED**Terms of employment and pay are regulated by the collective agreement between the Ministry of Finance and [INDSÆT DEN RELEVANTE ORGANISATION OG FÆLLESOVERENSKOMST, HVOR DETTE KRÆVES].  
  
**Application**  
Your application must include the following:

* Motivated application
* Curriculum Vitae
* Indication of education (a copy of the diplomas should be uploaded)
* References/recommendations can be uploaded separately in the recruitment system

We refer to the faculty’s [Guideline for applicants](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-applicants-to-technical-administrative-positions.pdf).  
  
Aarhus University’s ambition is to be an attractive and inspiring workplace for all and to foster a culture in which each individual has opportunities to thrive, achieve and develop. We view equality and diversity as assets, and we welcome all applicants.

*The application must be submitted via Aarhus University’s recruitment system, which can be accessed under the job advertisement on Aarhus University's website.*

**Aarhus University**   
Aarhus University is an academically diverse and research-intensive university with a strong commitment to high-quality research and education and the development of society nationally and globally. The university offers an inspiring research and teaching environment to its 38,000 students (FTEs) and 8,000 employees, and has an annual revenues of EUR 885 million. Learn more at [*www.international.au.dk/*](http://www.international.au.dk/)