



UNIVERSITETET I BERGEN

**University of
Bergen**
Department of
Linguistic, Literary
and Aesthetic Studies

Jobbnorge ID: 239215

Deadline: 2/26/2023

Website: <https://www.uib.no/om/84775/ledige-stillinger-ved-uib>

Scope: Fulltime

Duration: Permanent

Administrative Project Leader - The Center for Digital Narrative (CDN)

UiB - Knowledge that shapes society

Through robust and close interaction with the world around us - globally, nationally and locally - we shall be instrumental in building a society based on knowledge, skills and attitudes.

Do you want to take part in shaping the future?

Video: <https://www.youtube.com/watch?v=oyaThmlq6Kg>

Administrative Project Leader

The Center for Digital Narrative (CDN) has the status of a Centre of Excellence (CoE/SFF), connected to the Department of Linguistic, Literary and Aesthetic Studies (LLE) at the University of Bergen. The center has a vacant permanent position as administrative project leader. Starting time in the position is set to the 1st of April 2023.

About the Norwegian Centres of Excellence and The Center for Digital Narrative

The Norwegian Centres of Excellence schemes (CoE) are funded by the Research Council of Norway. The schemes give Norway's best researchers the opportunity to organise their research activities in centres that seek to achieve ambitious scientific objectives through collaboration. The research conducted at the centres must be innovative and have major potential to generate ground-breaking results that advance the international research frontier. CoE-centres may receive support for a total of ten years (an initial six-year period with the possibility of a four-year extension).

CDN is a center dedicated to humanities-driven research in electronic literature, games studies, digital culture, and computation to advance understanding of digital narrative. CDN focuses on algorithmic narrativity, new environments and materialities, and the shifting cultural contexts in which digital narratives are received and processed. The Leader Group of CDN includes the Centre Director and five Principal Investigators. The centre will employ a significant number of recruitment positions and will work with a team of international researchers. The center will launch on the 1st of July 2023.

The Head of Administration at LLE will be the immediate administrative superior, but the administrative leader reports daily to the Centre Director.

Work tasks

The administrative leader is responsible for the administrative management of the center, coordinates and supervises the day-to-day management of administrative services associated with the CDN. They lead the CDN administration in accordance with the decisions of the CDN Board and Leader Group and current routines and practices and in collaboration with existing administrative services and units at the University of Bergen.

Key tasks are financial management, recruitment, personnel management and information flow. In addition, there will be tasks related to reporting, event management including travel arrangements, facilitating guest researchers, and preparing meeting materials. Interaction with LLE and other administrative units at the university and external partners is essential.

In addition to the administrative leader, there will be other administrative resources available with tasks related to communication and other support functions. The administrative leader will be the supervisor and coordinator for these.

Qualifications and personal qualities:

The applicant must have

- relevant education at minimum master's degree level; a PhD degree would be an advantage.
- relevant administrative professional practice
- good understanding of and experience with research administration in the university and research sector
- good understanding of organizational structure and roles
- good understanding of the Center's research priorities
- very good oral and written fluency in both Norwegian and English

The following qualifications and experiences are an advantage

- management experience
- experience in managing budgets and financial reporting
- experience in coordinating events
- experience in supervising other administrative staff

Moreover, the following personal qualities will be evaluated positively:

- collaboration skills
- ability to work independently
- excellent communication skills
- ability to work under pressure and meet deadlines
- ability to deal with multiple complex tasks simultaneously

The assessment of the applicants will place high emphasis on the personal capabilities required for the position.

We can offer:

- A good and professionally challenging working environment.
- Salary at pay grade 64-70 (code 1113) in the state salary scale, currently annual salary of NOK 593 500-661 400 gross p.a. before tax. A higher salary may be considered for particularly well qualified applicants.
- Enrolment in the Norwegian Public Service Pension Fund.
- A position in an inclusive workplace (IA) enterprise.
- Good [welfare benefits](#)

General information:

Detailed information about the position can be obtained by contacting Head of Department Anders Fagerjord, phone +47 55 58 36 53, email: anders.fagerjord@uib.no or Head of Administration Aleksander Morland, phone +47 55 58 28 62, email: aleksander.morland@uib.no.

The state labour force shall reflect the diversity of Norwegian society to the greatest extent possible. People with immigrant backgrounds and people with disabilities are encouraged to apply for the position.

Information about applicants may be made public even if the applicant has asked not to be named on the list of persons who have applied. The applicant must be notified if the request to be omitted is not met.

The successful applicant must comply with the guidelines that apply to the position at all times.

Application and CV must be sent electronically via the link on this site "APPLY FOR THIS JOB". Certified copies of diplomas and certificates must be uploaded as attachments to the application.

For further information about the recruitment process, click [here](#).

About The University of Bergen

The University of Bergen is a renowned educational and research institution, organised into seven faculties and approximately 54 institutes and academic centres. Campus is located in the centre of Bergen with university areas at Nygårdshøyden, Haukeland, Marineholmen, Møllendalsveien and Årstad.

There are four departments and four centres at Faculty of Humanities. [Read more about the faculty](#) and [departments](#).

Additional information

Place of service:

Christiesgt. 18 5020 Bergen (Bergen Municipality)