



Contract Type: Permanent |

Social Media Coordinator

The [University of Luxembourg](#) is an international research university with a distinctly multilingual and interdisciplinary character.

Created in 2003, it strives today to meet tomorrow's major societal challenges, by nurturing an interdisciplinary approach and international outlook, investing in scientific quality and innovation, as well as offering personalised and multilingual teaching. The institution places particular emphasis on research with impact. To achieve this goal, its research priorities focus on digital transformation, medicine and health, as well as sustainable and societal development.

The University invests in its knowledge and technology transfer through an attractive intellectual property policy and numerous partnerships. 7,500 students are enrolled at Uni.lu, of which 1,000 are doctoral candidates. With 300 professors, students have privileged access to world-renowned expertise.

Times Higher Education ranks Uni.lu 20th in the Young University Ranking 2024 and among the top 250 universities in the world.

The Communications Department plays a pivotal role in showcasing the university's academic, research, and societal contributions. Our team is dedicated to fostering a vibrant online presence and engaging with diverse audiences across multiple platforms.

We are seeking a Community Manager to join our dynamic team. In this role, you will work closely with and support the Social Media Manager in cultivating and nurturing our online communities, curating and creating impactful content, and enhancing the university's digital outreach initiatives.

Your role

- Support the Social Media Manager: Collaborate directly with the Social Media Manager to execute campaigns, develop strategies, and manage day-to-day operations across platforms
- Engage with Our Audience: Monitor and respond to comments, messages, and tags across social media platforms (Facebook, Instagram, LinkedIn, YouTube, Threads), ensuring timely and thoughtful interactions that reflect the university's values
- Curate High-Quality Content: Identify, source, and share relevant, on-brand content from within the university and external sources to keep audiences informed, inspired, and engaged
- Create Compelling Content: Assist in crafting and designing engaging posts, stories, and campaigns tailored to the university's diverse audience
- Collaborate Across Departments: Work closely with internal departments and stakeholders to gather content, amplify messages, and ensure consistency in tone and branding
- Foster Community Engagement: Identify opportunities to celebrate milestones, achievements, and user-generated content, strengthening our online community
- Explore Emerging Platforms: Stay informed about digital trends and assist in exploring, testing, and establishing the university's presence on future platforms as needed
- Analyse and Optimise: Track and analyse online interactions to provide insights and recommendations for enhancing engagement strategies

- Adapt to Change: Respond quickly and effectively to emerging trends, audience needs, or unforeseen challenges, maintaining a professional and resourceful approach

Your profile

- Educational Background: Bachelor's degree in Communications, Marketing, Digital Media, or a related field
- Experience: Initial experience in community management, social media engagement, or digital communication (internship or work experience)
- Communication Skills: Exceptional written and verbal communication skills in English. Proficiency in French, German, or Luxembourgish is an asset
- Social Media Savvy: Familiarity with major social media platforms, and a keen understanding of community-building strategies
- Content Curation Expertise: Strong ability to identify and select content that aligns with the university's values and resonates with its diverse audience
- Video Production Skills: Experience or interest in video creation and editing tools (e.g., Adobe Premiere Pro, CapCut, Final Cut, Canva, or similar software) is highly desirable
- Flexibility and Adaptability: Proven ability to adapt to changing priorities, tackle unexpected challenges, and thrive in a fast-paced environment
- Interpersonal Skills and Positive Personality: A positive and approachable attitude, combined with the ability to maintain a respectful and constructive tone when engaging with diverse audiences
- Organisational Skills: Excellent organisational abilities and attention to detail
- Team Player: A proactive, collaborative attitude and enthusiasm for working in a dynamic and multicultural environment
- Multilingual: English and French fluent, every further language presents an additional asset

Desirable Assets:

- Technical Skills: Knowledge of social media tools (e.g., Hootsuite, Buffer) and basic analytics reporting
- Creative Skills: Experience in graphic design or content creation (e.g., Canva)
- Sector Interest: A genuine interest in higher education and research communication

We offer

- Permanent Position: A stable role in a modern and dynamic university environment with high-quality equipment and infrastructure
- Multilingual and international character. Modern institution with a personal atmosphere. Staff coming from 90 countries. Member of the "University of the Greater Region" (UniGR)
- A modern and dynamic university. High-quality equipment. Close ties to the business world and to the Luxembourg labour market. A unique urban site with excellent infrastructure
- A partner for society and industry. Cooperation with European institutions, innovative companies, the Financial Centre and with numerous non-academic partners such as ministries, local governments, associations, NGOs ...

How to apply

Applications should include:

- Curriculum Vitae: Detailing your educational background and professional experience
- Cover Letter: Explaining your motivation for applying and how your profile aligns with the role
- Portfolio: Examples of social media or community engagement initiatives you have contributed to

Early application is highly encouraged, as the applications will be processed upon reception. Please apply ONLINE formally through the HR system. Applications by Email will not be considered.

All qualified individuals are encouraged to apply. In line with our values, the University of Luxembourg promotes an inclusive culture. We encourage applications from individuals of all backgrounds and are dedicated to upholding equality and respect for our employees and students.

General information:

- Contract Type: Permanent
- Work Hours: Full Time 40.0 Hours per Week
- Location: Campus Belval
- Internal Title: Communication officer
- Job Reference: UOL06965

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