

## Campus Operations Officer

**Location:** Leipzig

**Salary:** 32.000-35.000 EUR per annum

**Job type:** Full-time, Permanent

**Working hours:** Weekdays, shifts 07:00-16:00 or 11:00-20:00

Lancaster University Leipzig is a branch campus of Lancaster University, UK, offering highly rated UK degrees in the heart of mainland Europe.

The campus is located in the heart of the City of Leipzig and welcomes German, EU and international students. Students can choose from Bachelor's, Master's, Foundation or Pre-Master's entry.

In January 2020, the campus opened with a Lancaster University accredited foundation programme delivered by Navitas Germany GmbH – part of Navitas Group - an Australian owned public listed company. Navitas is an industry leader in providing managed campus services, as well as pre-university and university pathway programmes for domestic and international students in Asia, North America, Africa, Australia, Continental Europe and the United Kingdom. Navitas Colleges are modern and dynamic educational institutions committed to providing quality educational programmes and excellent student support in an environment that encourages students to achieve the best possible results in their studies.

We are currently looking for a Campus Operations Officer to join our dynamic team at Lancaster University Leipzig, who will play a lead role in running the day-to-day **reception** and **administrative support** for the Campus.

### **Campus Operations Officer Responsibilities:**

#### *Campus Operations and Reception*

- Coordinate arrival of students, staff, visitors and suppliers at the Campus Reception.
- Respond to and forward incoming calls.
- Support Campus Operations Manager with reporting hazards and managing risks to the health and safety of everyone on campus.
- Receive and disseminate deliveries and postal services (for both Navitas Germany GmbH and Lancaster Leipzig GmbH).
- Coordinate external room bookings and events.
- Coordinate keys and lock-systems across campus (including manual opening and closing of teaching rooms).

- Perform frontline catering tasks – including catering for visitors (including walk-ins, fam trips, agent visits, campus tours), setting up meeting rooms, clearing up, loading and emptying dish washers etc.
- Monitor cleanliness of kitchen areas and seminar rooms, keep stock of cleaning materials and teaching materials and order supplies.
- Disinfect frequently used surfaces e.g. doorknobs in entrance area, seminar rooms and IT labs, call buttons on lift etc.
- Clean tables and other surfaces in teaching spaces, reception area, kitchen areas and the terrace.
- Regularly water plants.

#### *Academic Services*

- Perform administrative tasks for the Academic Team.
- Coordinate Exams Pick-ups.
- Support Student Services with scanning and preparation of exam papers.
- Support in promoting student events and clubs.

#### *Other tasks:*

- Manage Campus Opening and Closing.
- Support local IT, AV and Campus Operations in carrying, installing, moving and maintaining local tech.
- Assist other departments (student services and recruitment), in crunch times, with task such as Orientation week support, attendance at student social events, populating spreadsheets, accompanying external constructors (and translation for non-German speaking key staff).

#### **Your Profile:**

Interested applicants will be able to demonstrate:

#### *Essential*

- Willingness to work in a growing team of professionals passionate about international Higher Education.
- Strong verbal and written English communication skills (mother tongue or bilingual proficiency).
- Proficiency in Excel, Word, Adobe and PowerPoint

- Proven ability as a “team player” who can contribute to the development of an effective team.
- Ability to prioritize and comfortable working to competing priorities and deadlines in a fast-paced environment.
- Flexible attitude to work including a willingness to work weekends and evenings in support of student recruitment activities.
- Relationship management skills and the ability to communicate routine and complex information clearly at all levels.
- Strong IT skills to provide insightful data to support business decision making.
- Solution-focused with a “can do” mentality and problem-solving ability.

*Desirable*

- Strong verbal and written German communication skills (mother tongue or bilingual proficiency) and/or other languages.
- Degree-level of education.

Application Deadline: Friday, the 26<sup>th</sup> of July 2026

Interviews taking place: Thursday, the 2<sup>nd</sup> of July 2026

Please direct your application (CV and Covering letter) to [recruitment@lancasterleipzig.de](mailto:recruitment@lancasterleipzig.de) - please put ‘Campus Operations Officer’ in the subject line.