

Structured and detail-oriented Data Manager (Academic Technical Staff) for the Department of Geoscience

The Department of Geoscience at Aarhus University is seeking a Data Manager for a three-year full-time position. As our new Data Manager, you will focus on developing best practices and establishing secure and efficient procedures for managing and storing large volumes of research data in various forms.

We offer this opportunity in an engaging and inspiring research and educational environment with an informal atmosphere. You will work closely with both researchers and technical staff across the department, giving you a unique insight into the daily life of the department.

The position of Data Manager will be anchored in the secretariat, and you will refer to the Head of Secretariat. As a Data Manager you will be part of the faculty-wide network of Data Managers, and we expect and encourage your participation in knowledge sharing in this network.

We offer flexible working conditions with respect for work–life balance.

Job description

As a Data Manager, you will work with a broad range of data, varying from large digital data sets to physical samples. Your focus will be to structure and implement data management and storage solutions that can accommodate the various needs in different sub-fields as well as ensure efficiency and compliance with IT security standards.

Your tasks will include:

- Mapping out various forms of data and identifying the needs for data storage and registration solutions across the research fields.
- Developing best practices and department guidelines for data management, registration, and storage.
- Developing and implementing databases and data storage solutions.
- Developing templates for easy registration of data locally, at Aarhus University, and in international research databases.
- Supporting academic and technical staff in complying with evolving IT security standards.
- Ensuring that research data is correctly uploaded and stored in relevant databases.
- Assisting in teaching students to comply with standards and best practices for managing and storing research data.
- Contributing to data management initiatives at the faculty level.
- Ensuring that ongoing processes both at the faculty and department level are well coordinated.

Your profile

We are looking for a candidate who is self-motivated and shows initiative. We expect that you can to a large extent structure your time and tasks efficiently on your own. The role requires that you enjoy cooperating and coordinating with a wide range of colleagues.

The ideal candidate will:

- Have a relevant academic background, for example related to archiving/data management and/or in natural sciences.
- Have a few years of experience in working with data management, natural sciences, archiving/systematizing or similar.

Application Deadline:
10 May 2026

Institute/Faculty:
Department of
Geoscience

Faculty:
Faculty of Natural
Sciences

Academic contact person:
Ingeborg Jacobsen
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Vacant positions:
1

Hours per week:
37

Expected date of accession:
01/09/2026

- Communicate efficiently in English and preferably also in Danish.
- Have knowledge about information security standards or the willingness to learn.
- Be able to translate diverse research needs into practical, implementable solutions.
- Demonstrate personal initiative when taking on new tasks and organizing their own work.
- Enjoy cooperating with a wide range of colleagues.

About the Department of Geoscience

The Department of Geoscience currently employs around 80 staff including faculty, externally funded researchers, postdocs, PhD students, and administrative and technical personnel. We have a well-established research profile spanning a broad range of geological and geophysical disciplines within the themes of Climate and Environment, Water and Surface Processes, and Energy and Earth Resources.

You can read more about our department [here](#).

Place of work

The place of work is Høegh-Guldbergs Gade 2, 8000 Aarhus C, Denmark, and the area of employment is the Department of Geoscience, Aarhus University and related departments.

Contact information

For further information about the position, please contact Head of Secretariat, Ingeborg Jacobsen on ingjac@geo.au.dk or +45 9350 9077.

Deadline and interviews

Deadline for application is 10. May 2026.

We expect to hold first round of interviews between 20. – 22. May 2026.

Formalities and salary range

Salary and terms as agreed between the Danish Ministry of Taxation and the Confederation of Professional Unions.

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 37,000 students (FTEs) and 8.700 employees and has an annual revenue of EUR 1.106 billion. Learn more at www.international.au.dk/