

# Student Assistant in Quantum Grants Administration within the Center for Hybrid Intelligence

We are searching for an organised and enthusiastic student assistant to provide support for these EU quantum grants. The main grant/ project you will aid in supporting, will be the European Quantum Academy (EQA), a pan-European initiative to coordinate quantum technology education and training across the continent.

Our Center lies in the center of this initiative since it is responsible for the coordination of 72 partners across the EU. This ambitious project will connect national programs, academic institutions, industry, and policymakers to address the growing demand for a skilled quantum workforce, covering the full QT education pipeline. It will also help develop shared standards, qualification frameworks, and incentive structures to drive coherence across a fragmented European landscape. If that sounds like an exciting opportunity you would like to be a part of, then this position might be for you.

## Your responsibilities will include:

- Get familiar with how to use the EU's Funding & Tenders Portal, the grant management system used by the EU.
- Support communication between the center and grant partners and funders
- Coordinate the preparation of grant reports to funders.
- Collaboration and data processing agreements with partners.
- Support management of deliverables, partner financial audits, partner communication, resource preparation, and consortium agreement negotiation.
- Coordinate the collection of information requested for future EU grant applications.
- Helping with the preparation of papers, reports etc. requested by the European Commission.
- Assisting with ad-hoc tasks - such as manage meeting scheduling, note taking and following up on meeting actions

## Applicants must:

- Be enrolled in a bachelor or master's degree program.
- Showcase strong organizational and communications skills
- Have experience in project management
- Be proficient in Microsoft Office, project management and AI tools
- Have an interest in Quantum research
- Be proficient in written English at a high level
- Work in a structured and independent way, with attention to both detail and the bigger picture.

## What we offer:

- Highly relevant practical experience in EU grant administration and management.
- You will work closely with PhD students, postdocs and Professors which means you can grow your network and get experience in research grant administration and grant management.
- We are a young, interdisciplinary team that aims to create impact with our research. We provide a working environment characterized by respect, appreciation and collaboration.

## Who we are

The Center for Hybrid Intelligence, located at the Department of Management at Aarhus BSS (Aarhus University), is an interdisciplinary team of researchers and practitioners from physics, computer science, human-computer interaction,

**Ansøgningsfrist:**  
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**Institut/VD-område:**  
Institut for  
Virksomhedsledelse

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**Forventet  
tiltrædelsesdato:**  
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management, economics, psychology, cognitive science and creativity studies exploring digital interfaces that facilitate collaboration between humans and AI algorithms. The Center also has an active role in the world of European Quantum Technology, aiming to create a quantum-ready society and to develop the workforce of tomorrow through the participation and management of several EU-funded quantum projects.

The Department of Management is part of Aarhus BSS, Aarhus University – a top 100 university. Aarhus BSS has achieved the triple-crown AACSB, AMBA and EQUIS accreditations.

The department has an international research and teaching environment, employs approximately 160 Danish and international researchers, academic staff, and PhD students. We excel in business management, including strategy, innovation, marketing, organisation, digitalisation, and accounting. Our aim is to deliver high-quality research, with a strong emphasis on publishing in leading academic journals and presenting at recognised conferences.

You can read more about the Department of Management at: <http://mgmt.au.dk>.

#### **Practical information**

- Working hours: approx. 15 hours per week
- Workplace: Universitetsbyen 61, 8000 Aarhus C, Center for Hybrid Intelligence, Department of Management, Aarhus BSS
- Start date: June 1, 2026 or as soon as possible
- Applications must be submitted electronically and received no later than May 15, 2026.

For further information about the position and the department, please contact the Director of the Center for Hybrid Intelligence, Professor Jacob Sherson Tel.: +45 28775765, Email: [sherson@mgmt.au.dk](mailto:sherson@mgmt.au.dk)

If you need help uploading your application or have any questions about the recruitment process, please contact HR-koordinator Maria Grauert Bodin Løvgaard, Email: [mgb@au.dk](mailto:mgb@au.dk)

#### **Requirements and terms**

You will be employed as a hourly-paid student assistant in accordance with the current collective agreement between the Danish Ministry of Taxation and HK stat.

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.*