

AC-Administrative officer at the Centre for Grundtvig Studies

The School of Culture and Society invites applications for a fixed term AC-administrative officer position based at the Centre for Grundtvig Studies, Aarhus University.

The position is full-time. The position begins on 15 April 2026 or as soon as possible thereafter. It is a fixed-term appointment of five years.

The Position

Core Tasks

- Driving coordination of workflows related to digital cultural heritage data (texts, images, metadata)
- Structuring, documenting, and maintaining digital archives and datasets in close collaboration with research staff
- Managing editorial and publication processes, including copyediting and quality assurance of outputs
- Planning and executing workshops, seminars, and research events
- Overseeing project timelines, deliverables, and internal coordination across activities
- Contributing to the preparation of funding applications, reporting, and documentation for external stakeholders
- Coordinating student assistants, including onboarding, task allocation, and follow-up
- Ensuring alignment between data, publications, and project objectives
- Maintaining operational overview and supporting prioritisation across concurrent tasks and projects
- Acting as a point of contact between researchers, partners, and administrative units

Core Competencies

- Applicants must have a master's degree
- Strong project coordination skills and the ability to drive processes forward independently
- A structured, methodical approach to complex tasks and workflows
- High level of precision and attention to detail
- Excellent written and spoken Danish
- Comfortable working proficiency in English
- Ability to manage multiple deadlines and shifting priorities
- Strong collaborative skills combined with a clear sense of responsibility and ownership
- Ability to translate between academic practices and administrative requirements
- Well-developed organisational overview and execution capacity

Desired Competencies

- Experience with research administration or project coordination in a university or cultural heritage setting
- Familiarity with Digital Humanities workflows, digital archives, or data infrastructures
- Experience with editorial processes and scholarly publishing
- Understanding of cultural heritage materials and/or 19th-century intellectual

Application Deadline:
10 April 2026

Institute/Faculty:
School of Culture and Society

Faculty:
Faculty of Arts

Academic contact person:
Katrine Frøkjær
Bauvig
Professor
+4587162432
bauvig@cas.au.dk
+4593521770

Vacant positions:
1

Number of months:
60

Hours per week:
37

Expected date of accession:
15/04/2026

history

- Basic knowledge of data management practices (e.g. metadata standards, documentation, FAIR principles)
- Experience working in interdisciplinary environments

Profile

You are able to create structure in complex environments and to ensure that tasks move from intention to completion. You are comfortable working close to research processes while maintaining a clear administrative perspective. You take responsibility for coordination, follow-through, and quality—without losing sight of the broader purpose of the work.

About the Environment

The position is anchored at the Centre for Grundtvig Studies and closely connected to the Centre for Digital Textual Heritage (CDHtxt), both part of the School of Culture and Society at Aarhus University. The research environment combines traditional humanities scholarship with computational and data-driven approaches. Work at the centre engages large-scale textual corpora, archival infrastructures, and questions of cultural transmission, interpretation, and reuse.

Members of staff at School for Culture and Society are expected to contribute to a vibrant, enjoyable and friendly work environment. We emphasise the importance of active participation in the daily life of the center.

Applications must be uploaded in English or Danish.

Practical Information

Workplace: Aarhus University, Nobelparken (with occasional activities at other AU locations)

For further details about the position, please contact:
Katrine Baunvig, baunvig@cas.au.dk

For further information about the application procedure, please contact iks-hr-sag@au.dk.

The School of Culture and Society

The School of Culture and Society is a vibrant research community dedicated to understanding the cultural and social conditions that shape human life. Our work examines how people interact with their environments, from prehistory to the present, and across both local contexts and global dynamics. Through cross-sector and cross-disciplinary partnerships, we aim to drive research innovation and contribute to address the major questions facing society. In both research and education, we are committed to bringing the humanities into active dialogue with partners beyond the university.

The School is committed to:

- Fostering an international environment characterized by strong academic and interdisciplinary collaboration.
- Embracing an innovative and experimental approach to research, teaching, and communication.
- Cultivating a school that both generates knowledge and educates students for the present and future.
- Advancing a broad engagement with digital humanities.
- Upholding a strong commitment to both local and global societal challenges.
- Creating an inclusive, diverse, and sustainable workplace and organization.

Read more about the school here [About the School](#).

International applicants

International applicants are encouraged to check [Working and living with your family in Denmark](#) for further information about the benefits of working at Aarhus University and in Denmark, including healthcare, paid holidays and, if relevant, maternity/paternity leave, childcare and schooling. Aarhus University offers a broad variety of services for international researchers and accompanying families, including a [Relocation and onboarding services for international AU staff](#) and career counselling for expat partners. For information about taxation, see [Taxation aspects of international researchers' employment by AU](#).

Salary and terms of employment

In accordance with the current collective agreement between the Danish Ministry of Finance and the Danish Confederation of Professional Associations (Akademikerne).

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.

About Arts

The Faculty of Arts is one of Northern Europe's most significant faculties for research and higher education in the humanities, theology and education. Within this broad academic scope, the faculty comprises approximately 700 researchers, 200 PhD students, 9,000 Bachelor's and Master's degree students, and 1,500 further and continuing education students. We believe that the best ideas arise when different perspectives meet – and that research, teaching and innovation are best developed in dialogue with the surrounding society.

You can find more information here: [Faculty of Arts | Aarhus University](#)

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/