

Live my Life 2025 – Professional families



Priority	Professional family	Sub Area name and/or description
1	Human Resources	<p><u>HR Consultants/Business Partners Managers</u> Act as strategic advisors within faculties and departments, aligning human resources with institutional goals and supporting academic and administrative leadership in workforce planning and development.</p> <p><u>Professionals in Recruiting / Resourcing Managers</u> Coordinate inclusive and competitive recruitment processes to attract top academic and professional talent, while ensuring compliance with institutional and international standards.</p> <p><u>Learning Developers / Professional and Career Development / Continuing Education Managers</u> Design and implement training programs for university staff, fostering continuous professional growth and building skills aligned with evolving educational and research environments.</p> <p><u>HR Service Managers (Salaries, Legislation, Procedures, etc.)</u> Oversee core HR operations including payroll, contracts, legal compliance, and policy implementation</p>
1	Financial Services (This category does not include research managers directly involved in the management of EU/national research funds either in pre or post award phase)	<p><u>Operational Administration</u> Covers staff responsible for day-to-day financial operations such as budgeting, accounting, payroll, tax duties, and procurement—typically within central administration or at the department level.</p> <p><u>Strategic Analysis</u> Refers to staff involved in financial reporting, forecasting, and analysis that supports high-level decision-making and university governance (e.g. within strategic planning or management control units).</p> <p><u>Student Financial Services</u> Includes personnel managing student-related finances, such as tuition fee collection, scholarships, financial aid, and contributions—often within dedicated student finance or services offices.</p>

1	Placement opportunities	<p><u>Internship and Traineeship Coordination</u> Staff in charge of managing internships and traineeships, both domestic and international, including coordination with departments, businesses, and mobility programmes.</p> <p><u>Career Services and Employer Engagement</u> Teams providing career guidance, CV and interview workshops, job matching, and liaising with local, national, and international employers to enhance student employability.</p> <p><u>International Opportunities and Mobility for Work Experience</u> Advisors facilitating access to international internships and global work placements, often in the context of Erasmus+ or similar frameworks.</p> <p><u>Job Fairs and Professional Development Events</u> Organization of career fairs, networking events, employer panels, and alumni talks to prepare students for the labor market.</p>
2	Public engagement	<p><u>Community Engagement and Civic Participation</u> Staff dedicated to fostering relationships between the university and local communities, promoting civic involvement, and facilitating community-based projects.</p> <p><u>Public Engagement with Research</u> Teams that support researchers in sharing their work with the public, encouraging dialogue, and ensuring that research outcomes benefit society.</p> <p><u>Civic Education, Service Learning and Policy collaboration</u> Units that coordinate student involvement in community service, integrating practical experiences with academic learning to address societal needs. Units that engage with policy-makers, contribute to public debates, and organize educational initiatives</p>
2	Continuous Education Services	<p><u>Professional Development and Lifelong Learning Programs</u> Departments offering a range of courses, from short-term workshops to extended programs, aimed at professionals seeking to update or expand their skills.</p> <p><u>Flexible Learning Opportunities</u> Provision of part-time, evening, weekend, and online courses to accommodate diverse learner schedules and commitments.</p>

		<u>Tailored Programs for Diverse Audiences</u> Customized courses designed for specific groups, including working professionals, retirees, and individuals pursuing personal enrichment.
2	Language Centres Services	<u>Course Management and Scheduling</u> Administrative staff coordinate course calendars, classroom allocations, timetables, and registration processes. They liaise with instructors and departments to ensure smooth academic operations <u>Student Services and Enrolment Support</u> Staff assist with enrolments, language placement tests, proficiency exams, and issuance of certificates <u>Digital Learning and Platform Management</u> Administrative teams may assist in managing learning platforms (e.g., Moodle, Tandem, online testing software), help desk services for e-learning users, and logistics for hybrid or online language courses <u>Event and Cultural Program Organization</u> Administrative support in the organisation of language-related events or intercultural workshops
3	Knowledge Transfer office	<u>Patents and Intellectual Property Management</u> Support researchers in protecting and commercializing their innovations through patents and licensing <u>Industry Collaboration and Partnerships</u> Foster partnerships with companies for collaborative research, product development, and funding opportunities, including programmes for students' entrepreneurship <u>Technology Transfer and Start-up Support</u> Translate academic research into practical applications, including spin-offs and commercialization services. <u>Research Valorization and Economic Impact</u> Ensure that university-generated knowledge contributes to societal and economic advancement.
3	PhD Division Services	<u>Doctoral Program Administration and Guidance</u> Oversee admissions, progression, regulations, and degree completion for PhD candidates. <u>Mentorship and Career Development</u> Provide personalized advising and prepare students for academic and non-academic career paths. <u>Community Building and Well-being</u> Foster a supportive research environment through networking, peer interaction, and mental health initiatives

3	Librarians and Library Services	<p><u>Collection Management and Access to Resources</u> Curate physical and digital collections</p> <p><u>Research Support and Information Literacy</u> Assist users with finding, evaluating, and using information effectively for academic work.</p> <p><u>Workshops, Training, and Personalized Services</u> Offer group instruction and one-on-one guidance to enhance research and digital skills.</p>
---	---------------------------------	---