

Vice-Rector for Student Affairs

Company:

Corvinus University of Budapest

Location:

Hungary / Budapest

Discipline:

Employment Type:

Permanent Full-time

Posted:

02/09/2026

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Corvinus University of Budapest

(Registered office: 1093 Budapest, Fővám tér 8.)

invites applications for the position of

Vice-Rector for Student Affairs

The Vice-Rector for Student Affairs is responsible for the student services provided by the University concerning degree-programmes, the services related to study administration, the University's talent management activities, career support services, and the continuous improvement of students' wellbeing.

The main responsibilities and duties of the Vice-Rector for Student Affairs according to the Organisational and Operational Procedures are:

- Managing the preparation of the University strategy falling within their area of responsibility, submitting proposals, coordinating implementation, and making proposals regarding the organisational structure required for implementing the strategy.
- Overseeing the performance of Study Administration Services, Career Services Centre, the Centre for Talent Management, Student Wellbeing and Community Centre and the Centre for Physical Education and Sports.
- Maintaining relations with the Students' Union, supervision of the operation of

student associations and colleges for advanced studies, with particular regard to their educational and academic activities, while respecting the autonomy of student communities.

- The Vice-Rector for Student Affairs is accountable to the Rector.

Areas overseen by the Vice-Rector for Student Affairs:

Study Administration Services

- The Study Administration Services organisational unit is a functional unit which fulfils administrative, counselling and service providing duties related to the studies of the students.
- Participating in the enrolment activity.
- Liaising with the students, providing counselling for the students with regard to study matters, providing administrative support for students' enrolment, providing services related to the studies of the students, fulfilling the necessary administrative duties, in particular, preparing, issuing the student documents, getting involved in the final examination, issuing diplomas, participating in the organisation of the graduation ceremony.
- Fulfilling the administrative duties of the committees of first instance which adjudicate academic and exam issues as well as scholarship and social issues.
- Managing the student application process for study abroad programmes.
- Fulfilling the content administrator role, the regulatory and administration management duties of the Neptun Unified Education Administration System.
- Keeping comprehensive student records.
- Contributing to the preparation of the Student Requirements and coordinating its practical implementation.

Centre for Talent Management

- The Centre for Talent Management is the competence centre for the management, coordination, organisation and supervision of the University's talent management activities.
- Developing and improving the university's talent management strategy, monitoring the implementation of the talent management strategy.
- Supervising and supporting talent workshops and the colleges of advanced studies that host students' extra-curricular activities.
- Providing operational support for students' scientific associations.

Student Wellbeing and Community Centre

- The Student Wellbeing and Community Centre comprises services that promote students' physical, mental and social wellbeing, contribute to a balanced student experience, combat social isolation, and foster a culture of care and positive interaction within the University community.
- Strategically coordinating initiatives related to the development of the University's student community, encouraging and supporting continuous renewal.
- Coordinating and continuously developing student onboarding, in particular the integration of international students into the university community.
- Providing students with academic support, career planning support and mental health services, as well as support for students with special learning needs.

Career Services Centre

- Organising and coordinating services to support University students in finding a professional training facility that suits their personal goals and studies.
- Organising and coordinating services to support University students in finding a job that suits their personal goals and studies after graduation.

Centre for Physical Education and Sports

- The Centre for Physical Education and Sports is a competence centre responsible for organising regular physical exercise and sport activities in line with the core activity of the University.
- Fulfilling the teaching duties related to physical education.
- Coordinating the tasks related to student and competitive sport.
- Advice and dedicated attention for our student athletes.
- Satisfying the leisure and grassroots sports needs of the university citizens, coordinating and organising the relevant programmes and tasks.
- Providing counselling for the students, in particular for students who do not do sports regularly.

Colleges for Advanced Studies

- A college for advanced studies is a talent-fostering organisation relying on the principle of self-government and the self-organised club activity of the college students who live together.
- It is necessary to ensure operating conditions for colleges for advanced studies that effectively contribute to the achievement of their objectives.

Type of Employment:

Full-time executive position under an employment relationship governed by the Hungarian Labour Code (Act I of 2012) and the University's Employment Regulations. **The executive appointment shall be for a fixed term of 4 years, expected to commence on 17 December 2026.** Pursuant to Section 37(6) of Act CCIV of 2011 on National Higher Education (Nftv.), the appointment as Vice-Rector may be made for a term not exceeding the date on which the appointee reaches the age of 65.

Place of Work:

The place of work shall be the headquarters of Corvinus University of Budapest (1093 Budapest, Fővám tér 8.) and its campuses/sites.

Eligibility Requirements:

- University Professor or Associate Professor title;
- Scientific degree (PhD) in a field of science included in the University's educational portfolio;
- Research experience at the forefront of the international academic community;
- Proven leadership experience gained at a higher education institution;
- Proficiency in English suitable for professional negotiations;
- The applicant has not yet reached the age of 65, in accordance with the requirement set out in Section 37(6) of Nftv.

Advantages:

- Leadership experience in designing and implementing institution-wide developments spanning multiple areas of student services and the student journey.
- Leadership experience in organizational-level service renewal, the development of new services and support systems, and their implementation across the organization.
- Experience in successfully managing a customer-oriented area where identifying customer needs, their effective management, and the provision of high-quality services played a key role.
- Knowledge of the higher education environment, the student lifecycle, and related regulations.

Expected Competencies:

- Strategic thinking and the ability to initiate and implement institution-level developments;
- Empowering and motivating leadership approach: high-level leadership and change

management competencies;

- Strong coordination and cooperation skills;
- International academic and professional network;
- Performance and results orientation;
- Customer-oriented, service-focused mindset;
- Outstanding communication, negotiation, and stakeholder management skills;
- Ability to address complex problems at a systemic level with a solution-oriented approach and responsible decision-making;
- Conflict management skills;
- Data-driven approach to planning, performance evaluation, and decision-making;
- High level of ethical awareness, integrity, and accountability;
- Innovation and digitalisation-oriented mindset.

Documents and certificates to be submitted as part of the application:

- Professional CV in English;
- Motivation letter in English;
- A 3–5-page professional and leadership action plan in English outlining the applicant’s vision for fulfilling the position, including specific objectives to be achieved and the concepts and plans supporting their implementation;
- Declaration of a clean criminal record (of “good conduct”) - [[attachment-22]];
- Declaration undertaking the obligation to submit a declaration of assets;
- Declaration confirming that no conflict of interest exists with regard to the applicant pursuant to the University’s Employment Regulations, and that, in the event of a conflict of interest, the applicant undertakes to eliminate such conflict;
- A data processing consent declaration - [[attachment-23]];
- List of publications;
- Copies of documents certifying the required qualifications and experience.

The application must be prepared in alignment with the University’s institutional development plan and organizational structure:

- [Access to the Institutional Development Plan \(Bridge Strategy\)](#)
- [Organisational and Operational Procedures](#)
- [The University’s public-interest information](#)

- [Data processing notice](#)

Salary and Benefits:

The salary and benefits package shall be determined by mutual agreement.

The **basic salary range** associated with the position is gross HUF 3,000,000–4,000,000 per month.

What we offer:

- Full-time executive employment contract,
- Performance-based annual bonus opportunity,
- Ongoing training and development opportunities,
- Additional benefits via cafeteria,
- On-site medical room and comprehensive healthcare services,
- Flexible working arrangements.

Deadline for Submission of Applications:

27 September 2026

Method of Application Submission:

Applications must be submitted through the application form available at the following link: <https://www.uni-corvinus.hu/ninja-forms/71peds/>

Expected Deadline for the Evaluation of Applications:

16 December 2026

Expected Earliest Starting Date of Employment:

17 December 2026

Further Information:

Further information regarding the call for applications may be obtained from Dr Klára Tatár-Kiss, Chief Culture and People Officer at the University (e-mail: klara.tatar-kiss@uni-corvinus.hu).

Place and Date of Further Publication of the Call for Applications:

[Website of Corvinus University of Budapest](#)

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