

# Live my Life 2025 – Professional families

Priority	Professional family	Sub Area name and/or description
1	Human Resources	<p><b><u>HR Consultants/Business Partners Managers</u></b> 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><b><u>Professionals in Recruiting / Resourcing Managers</u></b> Coordinate inclusive and competitive recruitment processes to attract top academic and professional talent, while ensuring compliance with institutional and international standards.</p> <p><b><u>Learning Developers / Professional and Career Development / Continuing Education Managers</u></b> Design and implement training programs for university staff, fostering continuous professional growth and building skills aligned with evolving educational and research environments.</p> <p><b><u>HR Service Managers (Salaries, Legislation, Procedures, etc.)</u></b> 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><b><u>Operational Administration</u></b> 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><b><u>Strategic Analysis</u></b> 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><b><u>Student Financial Services</u></b> 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><b><u>Internship and Traineeship Coordination</u></b> Staff in charge of managing internships and traineeships, both domestic and international, including coordination with departments, businesses, and mobility programmes.</p> <p><b><u>Career Services and Employer Engagement</u></b> Teams providing career guidance, CV and interview workshops, job matching, and liaising with local, national, and international employers to enhance student employability.</p> <p><b><u>International Opportunities and Mobility for Work Experience</u></b> Advisors facilitating access to international internships and global work placements, often in the context of Erasmus+ or similar frameworks.</p> <p><b><u>Job Fairs and Professional Development Events</u></b> Organization of career fairs, networking events, employer panels, and alumni talks to prepare students for the labor market.</p>
2	Public engagement	<p><b><u>Community Engagement and Civic Participation</u></b> Staff dedicated to fostering relationships between the university and local communities, promoting civic involvement, and facilitating community-based projects.</p> <p><b><u>Public Engagement with Research</u></b> Teams that support researchers in sharing their work with the public, encouraging dialogue, and ensuring that research outcomes benefit society.</p> <p><b><u>Civic Education, Service Learning and Policy collaboration</u></b> 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><b><u>Professional Development and Lifelong Learning Programs</u></b> 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><b><u>Flexible Learning Opportunities</u></b></p>

		<p>Provision of part-time, evening, weekend, and online courses to accommodate diverse learner schedules and commitments.</p> <p><b><u>Tailored Programs for Diverse Audiences</u></b> Customized courses designed for specific groups, including working professionals, retirees, and individuals pursuing personal enrichment.</p>
2	Language Centres Services	<p><b><u>Course Management and Scheduling</u></b> Administrative staff coordinate course calendars, classroom allocations, timetables, and registration processes. They liaise with instructors and departments to ensure smooth academic operations</p> <p><b><u>Student Services and Enrolment Support</u></b> Staff assist with enrolments, language placement tests, proficiency exams, and issuance of certificates</p> <p><b><u>Digital Learning and Platform Management</u></b> 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</p> <p><b><u>Event and Cultural Program Organization</u></b> Administrative support in the organisation of language-related events or intercultural workshops</p>
3	Knowledge Transfer office	<p><b><u>Patents and Intellectual Property Management</u></b> Support researchers in protecting and commercializing their innovations through patents and licensing</p> <p><b><u>Industry Collaboration and Partnerships</u></b> Foster partnerships with companies for collaborative research, product development, and funding opportunities, including programmes for students' entrepreneurship</p> <p><b><u>Technology Transfer and Start-up Support</u></b> Translate academic research into practical applications, including spin-offs and commercialization services.</p> <p><b><u>Research Valorization and Economic Impact</u></b> Ensure that university-generated knowledge contributes to societal and economic advancement.</p>
3	PhD Division Services	<p><b><u>Doctoral Program Administration and Guidance</u></b> Oversee admissions, progression, regulations, and degree completion for PhD candidates.</p> <p><b><u>Mentorship and Career Development</u></b> Provide personalized advising and prepare students for academic and non-academic career paths.</p>

		<b><u>Community Building and Well-being</u></b> Foster a supportive research environment through networking, peer interaction, and mental health initiatives
3	<b>Librarians and Library Services</b>	<b><u>Collection Management and Access to Resources</u></b> Curate physical and digital collections <b><u>Research Support and Information Literacy</u></b> Assist users with finding, evaluating, and using information effectively for academic work. <b><u>Workshops, Training, and Personalized Services</u></b> Offer group instruction and one-on-one guidance to enhance research and digital skills.