



UPPSALA
UNIVERSITET

Department of Information Technology

DESCRIPTION OF ASSIGNMENT

Board decision:

9 December 2021 Reg. no. IT 2021/114

Collaboration Coordinator

is delegated responsibility by the head of department for:

coordinating, highlighting, informing about opportunities and facilitating collaboration between the department and external non-academic parties.

Strategic assignments

- discussing and promoting new forms, forums and activities for collaboration
- representing the department in discussions about collaboration with other entities within the University and the Innovation Partnership Office, UU Innovation, Upptech, the contract education unit and others.

Ongoing

- informing the department's staff about opportunities and requests for collaboration projects/proposals
- facilitating for department staff in starting and participating in collaborative projects (research cooperation, contract education, external participation in education)
- establishing and maintaining GDPR-compliant lists with external partners and the type of cooperation it involves
- staying well informed of and approving the department's new collaborative projects/applications in accordance with the department's established collaboration procedures
- compiling the department's collaborations for the department's annual report and drawing up an annual operational plan for its activities.
- promoting awareness of the department's collaborative efforts.

Miscellaneous

- participating in the department's development work, ensuring their own professional development, and seeking out information relevant for the position's responsibilities.