

Chief Administrator (Head of Administration) Ghent University Global Campus

Vacancy

§ **Contract Type:** Full-time position under a local contract at Ghent University Global Campus (initial one-year term, renewable; all renewals under a local contract).

§ **Job Position (Responsibility):** Chief Administrator (Head of Administration)

§ **Location:** Ghent University Global Campus, Incheon, Republic of Korea

§ **Application Deadline:** 22 February 2026

§ **Expected Start Date:** 1 May 2026

Position Summary

The Chief Administrator (CA) is the senior administrative leader of GUGC and is responsible for the overall operational management of the campus. Working closely with the Campus President and the academic leadership through the Campus Board, the CA ensures that all administrative functions—including educational administration, finance, human resources, governance, legal affairs, and campus services—operate efficiently and in alignment with Ghent University's policies and strategic objectives.

About Ghent University and Ghent University Global Campus

As part of Ghent University (Belgium), GUGC provides high-quality education and research in an international environment, fostering academic excellence, innovation, and global collaboration.

Please visit the homepage of Ghent University (Global Campus) to learn more about our organization:

<http://www.ugent.be/>

<http://www.ugent.be/globalcampus/en>

<http://www.ghent.ac.kr/>

Key Responsibilities

- Provide strategic and operational leadership across administrative domains, including Education, HR, Finance, Facilities, Legal Affairs and Governance.
- Oversee Campus Services CS1 and CS2 and collaborate closely with their respective heads.

- Ensure compliance with institutional, legal, and regulatory requirements in both Belgium and South Korea.
- Work closely with the Campus Board to align academic and administrative processes.
- Lead, mentor, and further develop administrative teams, fostering a culture of excellence, transparency, and accountability.
- Participate actively in the Campus Board, Campus Council, and other governance committees.
- Support strategic planning, budgeting, reporting, and institutional development initiatives.

Qualifications and Competencies

- Master's degree or higher.
- At least 6–8 years of senior management experience in higher education, international organizations, or comparable settings.
- Demonstrated experience in administration, HR strategy, governance, financial oversight, and policy implementation.
- Strong leadership, communication, and intercultural management skills.
- Fluency in English (working language); proficiency in Korean or Dutch is an asset.
- Proven commitment to transparency, ethics, and organizational excellence. Experience in an East Asian or multicultural context is an advantage.

What We Offer

- A dynamic, international, and innovative academic environment within Ghent University's global network.
- A competitive compensation and benefits package, commensurate with experience (local contract).
- Opportunities for professional growth and leadership development.
- A unique professional experience within a European university operating in South Korea.

How to apply

Required Documents

- ✓ Curriculum vitae (English)
- ✓ Motivation letter
- ✓ Contact details of two referees

Application Submission

 Submit all required documents in a single PDF file via email:

 gugcacademichr@UGent.be

* Subject Line: Application – Chief Administrator

Selection Procedure

The selection process consists of the following steps:

1. **Shortlisting:** Based on the submitted applications.
2. **Assessment:** Shortlisted candidates will be invited to an advisory assessment, conducted online and/or on-site.
3. **Interview:** Based on the assessment results and deliberations of the Selection Committee, selected candidates will be invited for an interview

Contact

For inquiries related to the role, responsibilities, and position profile, please contact: Prof. Mieke Van Herreweghe (Mieke.VanHerreweghe@UGent.be).

For inquiries related to the application process, required documents, and administrative procedures, please contact:

the Human Resources Team at Ghent University Global Campus: gugc_hr@ghent.ac.kr

Application Deadline: Feb-22, 2026

Interviews Begin: Mar-9, 2026

Expected Start Date: May-1, 2026 (Negotiable)