

MISSION STATEMENT

OF THE CENTRAL
ADMINISTRATION



JOHANNES GUTENBERG
UNIVERSITÄT MAINZ

MISSION STATEMENT OF THE CENTRAL ADMINISTRATION OF JOHANNES GUTENBERG UNIVERSITY MAINZ

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Editor:
The President of Johannes Gutenberg University Mainz, Professor Dr. Georg Krausch

Concept / Text:
Mission Statement of the Central Administration project team
Dr. Bernhard Einig
Elisabeth Springer
Felicia Lauer
Design:
Beate Moser
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INTRODUCTION

In 1999, Johannes Gutenberg University Mainz (JGU) implemented the "New Control Model," a far-reaching initiative to help promote its ongoing development. The focus of reform is on developing a JGU mission statement which creates a joint framework for research, teaching, and the administration. As a first step, the mission statement of the Central Administration was formulated.

This mission statement expresses a demanding and binding external and internal self-conception of our Central Administration. It defines our tasks and goals as well as our values and action guidelines. Much of it has already been implemented and incorporated into our daily activity. However, the mission statement of the Central Administration also outlines the way we want to be and what we have to do to be a modern and competent university administration able to answer and satisfy the diverse demands of our customers and partners both within and outside Mainz University.

We can achieve the goals outlined in this mission statement only by joint effort. I am certain that the time we invested over the past months in planning for the future was well spent. After all, it is only by formulating aims and goals that we can embark on the necessary path to achieve them.

Götz Scholz
Chancellor of Johannes Gutenberg University Mainz

COMMITMENT AND SELF-CONCEPTION

WE, THE EMPLOYEES IN THE CENTRAL ADMINISTRATION
OF JOHANNES GUTENBERG UNIVERSITY MAINZ,
FOCUS ON THE PERSONAL AND PROFESSIONAL ISSUES
AND CONCERNS OF OUR STAFF IN RESEARCH AND
TEACHING, IN LEARNING AND CONTINUING EDUCATION
AS WELL AS IN THE ADMINISTRATION OF THE UNIVERSITY.
BEING PART OF JGU, WE FEEL HIGHLY COMMITTED
TO MUTUAL RESPECT, IMPARTIALITY, AND TOLERANCE.

We see ourselves as a service provider that plays an active role in shaping the University by fulfilling its administrative tasks employing innovation and creativity to foster the process.

A successful university needs in its administration dedicated employees who feel jointly responsible for the university achieving its goals. In the present mission statement of the JGU Central Administration, we define our goals, outline our tasks, and explain our guiding principles and values. We also formulate demands on our competence and professionalism against which our actions are to be measured.

Our mission statement builds the frame of reference for each individual employee and the administration as a whole. It must continuously be checked for viability and be updated accordingly. Our mission statement supports us on our path toward a future-oriented, efficient, and customer-friendly administration.

RESPONSIBILITY AND EQUAL OPPORTUNITY

BEING PART OF JOHANNES GUTENBERG UNIVERSITY MAINZ
AND THE NATIONAL CIVIL SERVICE,
THE JGU CENTRAL ADMINISTRATION IS COMMITTED
TO SET AN EXAMPLE.

We complete our tasks with the constant awareness of our responsibility to society, to the sciences, and to our university staff. Our actions and decisions are therefore based on our recognition of social responsibility. This applies not only to the interaction between superiors and colleagues, but also to the way in which we treat all those who approach us with concerns and requests.

Being part of an institution where people from many different nations and cultures come together to work, learn, teach, and do research, we feel strongly committed to promote the integration of different nationalities in our University.

The Central Administration is deeply committed to advancing women's opportunities and offers equal access to management and leadership positions.

The priority we give to employing challenged candidates who are equally qualified for a position is more than just a legal obligation to us. We believe that challenged and able-bodied people working together enriches our work environment.

PROMOTE DIVERSITY - OPEN UP OPPORTUNITIES!

MANAGEMENT AND LEADERSHIP



THE SPECIFIC TASKS OF OUR ADMINISTRATION REQUIRE QUALIFIED AND DEDICATED LEADERS AND MANAGERS AT ALL LEVELS WITH SPECIAL PLANNING AND CREATIVE SKILLS AND A HIGH LEVEL OF PERSONAL EXPERTISE.

Strategic competence is particularly important with respect to the requirements and demands our University has to meet. This includes innovative strength, creativity, and the courage to create perspectives and to think in new ways.

Our leaders and managers perceive this task as a welcome challenge and are willing to make decisions and accept responsibilities. They rely on the expertise of their colleagues and they help and support them in achieving the goals developed and set in a process of discussion. They represent the interests and demands of their area of responsibility while taking into account the goals and tasks of the University as a whole. They stand behind the solutions identified together with their colleagues.

Accepting responsibility requires social competence and the ability to turn decisions into actions. This includes the continuous and open discussion about tasks and their completion, the appreciation of good work, and the encouragement of others to accept responsibility themselves.

MANAGERS ARE ROLE MODELS!

PROFESSIONALISM AND QUALITY

THE CENTRAL ADMINISTRATION FEELS PARTICULARLY COMMITTED TO THE PRINCIPLES OF PROFESSIONALISM AND QUALITY. EXPERT KNOWLEDGE AND PERSONAL COMPETENCE ARE THE BASIS OF OUR WORK.

We are flexible and confident in dealing with difficult issues and situations and we are always open to new aspects and approaches. We complete our daily tasks with motivation, commitment, and professional competence. Our goal is to consistently improve our services and to adapt them to the desires and expectations of our customers and partners. Compulsory target agreements, their regular review, and an open approach in dealing with problems and shortcomings serve to secure and develop long-term quality.

We are ready to face the ever-growing demands and tasks and we continuously develop our professional knowledge as well as our methods and social competences through continuing education and training.

COMPETENCE BUILDS TRUST!

GOAL-ORIENTED APPROACH AND ECONOMIC VIABILITY

JGU HAS THE RESPONSIBILITY
TO ITS PARTNERS AND SOCIETY AS A WHOLE
TO USE THE RESOURCES MADE AVAILABLE
IN A GOAL-ORIENTED AND EFFICIENT MANNER.

In the interest of a high-performance and competitive Johannes Gutenberg University Mainz and the maintaining of attractive workplaces, we as members of the Central Administration commit ourselves to operating efficiently. Goal-oriented information transfer, short decision-making processes, and simple procedures are important requirements for the quick fulfillment of tasks. We base our decisions also on a cost-benefit comparison.

We interlink and optimize our work processes, define goals and subgoals, and monitor the goal attainment.

SETTING GOALS – BEING EFFICIENT!

SERVICE AND CUSTOMER FOCUS

THE CENTRAL ADMINISTRATION DEFINES ITSELF AS
A SERVICE PROVIDER OF JOHANNES GUTENBERG UNIVERSITY
MAINZ. IT SUPPORTS AND FOSTERS THE UNIVERSITY
IN ITS TASKS IN RESEARCH AND TEACHING,
LEARNING AND CONTINUING EDUCATION.

The JGU Central Administration fulfills a variety of tasks for prospective and current students, for the teaching staff and the researchers as well as for all other members and associates of Mainz University. It cooperates with people and institutions internally and externally linked to the University.

These as well as the JGU faculties and other university institutions are regarded as customers and partners, whose interests are attended to with dedication and efficiency.

In addition to a friendly, open, and appreciating approach, we live customer focus and orientation in using our scope of action and discretion as flexible as defined by our customers and partners.

YOUR BUSINESS IS OUR BUSINESS!

DIALOG AND COOPERATION

COMPETENT AND TRUSTFUL COOPERATION WITH
THE UNIVERSITY'S FACULTIES AND CENTRAL INSTITUTIONS,
WITH EXTRA-UNIVERSITY CUSTOMERS AND PARTNERS
AS WELL AS WITHIN THE CENTRAL ADMINISTRATION
IS THE BASIS OF OUR ACTIONS.

In dialog with our customers and partners, we work out feasible solutions. We cooperate across disciplines and combine our expertise to achieve the best results. The ability to listen to each other is essential in this as is the exchange of different points of view and the final agreement on positions and the next steps to go.

Key elements to ensure successful cooperation are personal and direct contacts and easy-to-reach administration officials as well as transparent administrative and decision-making processes.

FINDING SOLUTIONS TOGETHER!

THE GUTENBERG SPIRIT:
MOVING MINDS – CROSSING BOUNDARIES.

Johannes Gutenberg University Mainz remains true to its namesake:
furthering and implementing innovative ideas, using knowledge to improve
the living conditions of people and their access to education and science,
and encouraging people to overcome anticipated as well as
actual boundaries wherever possible.

Johannes Gutenberg University Mainz

D 55099 Mainz, Germany
e-mail: kanzler@uni-mainz.de
www.uni-mainz.de