



The Max Planck Institute for Biology and the Friedrich Miescher Laboratory in Tübingen consist of six scientific departments, multiple research groups and scientific core facilities, with approximately 350 employees from around 40 countries.

The Researcher Support Team provides comprehensive support to the large number of researchers at the Institutes. We are looking for a

Program Coordinator (f/m/d) - 60%

to contribute to the coordination of our PhD Program. Additionally, you will be developing and implementing a process for the recruitment of undergraduate project students.

Responsibilities include:

- Contributing to the day-to-day coordination of the PhD Program, including planning, organisation and coordination of events (e.g. symposia and annual retreat)
- Providing advice and support to PhD students in academic and personal matters
- Contributing to the recruitment process for the PhD students, including assessment and/or pre-selection of applications received as well as organization, managing of and participation in the interview process
- Development and implementation of a new approach for the recruitment of project students at the institutes, including review of current practices, developing proposals and setting up of webpages/ application systems

The Researcher Support Team

You will join the Researcher Support Team to be a part of providing the best possible support to projects students, PhD students, postdocs and faculty at the institutes. The remit of the Researcher Support Team includes support and advice for international researchers, coordination of the PhD Program, support for postdocs and a program of personal and professional development opportunities for researchers. The Head of the Researcher Support Team oversees the team consisting of a PhD Program Coordinator, a Program Coordinator, two International Office Managers and the Postdoc Coordinator as well as a Press Officer. The Team is also supported by an administrator.

Qualifications & skills

You

- hold a PhD in a scientific field related to the work at the institutes. Recent postgraduates and postdocs with a clear interest in research management are encouraged to apply.
- have excellent knowledge of both written and spoken English and knowledge of German (at least level A1 is required).
- have excellent IT skills.
- have a proven track record of efficiently planning and executing multiple parallel projects within a fast-paced environment.
- have the ability to pay attention to detail and excellent organizational skills to ensure that matters are dealt with in a timely manner.

- display a high degree of service orientation and excellent interpersonal skills to ensure that matters are dealt with confidentially.
- have the ability to work successfully in an international environment.
- enjoy working collaboratively in a team.

We offer

- a salary commensurate with qualifications according to the TVöD Bund (public service pay scale), with all the benefits of public sector employment in a friendly and dynamic work atmosphere
- a highly interactive atmosphere and support within an international and collaborative team
- flexible working hours with the option for remote work
- professional development and training opportunities
- good public transport connections and a subsidy for the Germany Jobticket

The position is available from the earliest possible date and is limited to two years.

How to apply

We look forward to receiving your complete and detailed application documents in English, including a cover letter outlining your motivation and suitability for the position, along with a full CV, reference letters (if available), and relevant certificates as a single PDF.

Please submit your application on our online job portal: <https://jobs.tue.mpg.de/jobs/233>

Application deadline: 5 December 2024

For questions about this position, please email the Head of the Researcher Support Team Jeanette Müller (rst@tuebingen.mpg.de).

The Max-Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.