The Max Planck Institute for Developmental Biology and the Friedrich Miescher Laboratory in Tübingen consist of six scientific departments, multiple research groups and scientific core facilities, with a total of approximately 450 employees from more than 40 countries. The Researcher Support Team provides comprehensive support to the large number of researchers at the Institutes, including the coordination of the two PhD programs. We are looking for a

**PhD Program Coordinator (f/m/d)**

The Tübingen International PhD program in the Biological Sciences (TIPP) and the International Max Planck Research School (IMPRS) ‘From Molecules to Organisms’ are our two established PhD programs that attract outstanding PhD students from all over the world. All directors, group leaders and most project leaders recruit PhD students via at least one of the programs. We are currently in the process of harmonizing the processes of the two PhD programs and the PhD Program Coordinator will support this process as well as the day to day management of the programs. Responsibilities will include:

- Development and/or maintenance of relevant databases, handbooks, forms, webpages and online resources
- Planning and coordination of events (e.g. symposia and annual retreats) and delivery of workshops in close cooperation with the rest of the Researcher Support Team
- Preparation of meeting reports, evaluations of events, registrations, applications, as well as updating guidelines
- Supporting the coordination of the recruitment process for the PhD students
- Providing advice and support to PhD students in academic and personal matters (e.g. integration/welcoming, tracking of Thesis Advisory Committees and keeping track of achievements of PhD students)
- Day-to-day communication with PhD students, advisors, applicants and other colleagues in the Institute
- Fostering communication with internal stakeholders and managing relationships with external stakeholders

The Researcher Support Team

You will join the Researcher Support Team to work collaboratively to provide the best possible support to 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 programs, 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 two PhD Program Coordinators, the International Office Manager and the Postdoc Coordinator. The Researcher Support Team is supported by an administrator.
Qualifications, skills and attributes:
You have
- A PhD or equivalent in a scientific field related to the work at the institutes. Previous experience in a similar position would be beneficial but is not a must. Recent postgraduates and postdocs with a clear interest in research management are encouraged to apply.
- Excellent knowledge of both written and spoken English and German is required
- Excellent IT skills including database establishment and management as well as webpage development
- A proven track record of efficiently planning and executing multiple parallel projects within a fast-paced environment
- Ability to pay attention to details and excellent organizational skills to ensure that matters are dealt with in a timely manner
- A high degree of service orientation and excellent interpersonal skills to ensure that matters are dealt with confidentially
- Demonstrated that you have the ability to work successfully in an international environment.
- Experience in delivering training and development opportunities is an advantage.

About the position
The position is available from the earliest date possible and is limited to two years. Salary is determined following the salary scale of the German TVÖD. 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.

How to apply
Applications should contain the following:
1) Cover letter explaining your interest in and fit to the position
2) CV including contact information for two references
3) Relevant certificates

Please submit your application on our online job portal under the following link: https://jobs.tue.mpg.de/jobs/111

Application deadline: 6 December 2020
Interviews will take place in January/February 2021.
For questions about this position, please email the Head of the Researcher Support Team, Jeanette Müller (jeanette.mueller@tuebingen.mpg.de)