



The Max Planck Institute for Biology and the Friedrich Miescher Laboratory in Tübingen consist of five scientific departments, multiple research groups and scientific core facilities, with approximately 330 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 Programs. 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 Programs, including planning, coordination of events (e.g. symposia and annual retreat), providing advice and support to PhD students in academic and personal matters
- Supporting the coordination of the recruitment process for the PhD students
- Development of and coordination of an approach to support the recruitment of undergraduate project students
- 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 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 a PhD Program Coordinator, two International Office Managers and the Postdoc Coordinator. The Team is also 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. Recent postgraduates and postdocs with a clear interest in research management are encouraged to apply
- Excellent knowledge of both written and spoken English and knowledge of German (at least level B1 is required)
- Excellent IT skills
- 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
- Ability to work successfully in an international environment.
- Experience in organizing events for researchers is an advantage
- Knowledge of the MPG and its structures especially with regards to PhD support is an advantage

About the position

The position is available from the earliest date possible and is initially 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/184>

Application deadline: 5 December 2022

For questions about this position, please email the Postdoc Coordinator, Elisabeth Weir (elisabeth.weir@tuebingen.mpg.de)