



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

Graduate School of
Quantitative Biosciences Munich



Administrative coordinator

The newly established **Graduate School of Quantitative Biosciences Munich (QBM)** seeks an administrative coordinator to manage its day-to-day operation. The School is designed to prepare young life scientists for the emerging era of quantitative, systems-oriented bioscience and brings together a range of disciplines, including biochemistry, medicine, bioinformatics, experimental and theoretical (bio-)physics, and applied mathematics. It offers an innovative, international PhD program that combines interdisciplinary research with an intensive interdisciplinary course curriculum, with the aim of enabling students to work effectively at the interface between traditional disciplinary boundaries. As the administrative coordinator, you will be responsible for all aspects of the daily operation and administration of the School. You will be assisted by an administrative secretary as well as by two lecturers and work closely with the speaker and scientific board of the School.

QBM is funded through the **German Excellence Initiative** and embedded in a strong and varied research environment in the biosciences in Munich. The School is based both at the central campus of the Ludwig-Maximilians-University (LMU) in downtown Munich and at the life sciences campus in Munich-Grosshadern/Martinsried.

Your tasks:

- general administration of the School, including finances and personnel
- managing student recruitment (advertisement, review of applications and selection for interviews, organizing the interview week)
- planning and organizing events (lectures, meetings)
- assisting students with administrative tasks
- interfacing with academic institutions and principal investigators
- representing the School to the scientific community and public

Your profile:

- PhD in natural sciences or related field
- postdoctoral and administrative experience
- excellent organizational, interpersonal and team skills
- international experience and fluent communication in both English and German

The salary is according to the TV-L (E 14). The position is available immediately and will initially be for two years, but with the possibility of extension. LMU Munich is an equal opportunity employer; we particularly encourage the application of women. Disabled candidates with essentially equal qualifications will be given preference.

Please send a single pdf-file with your application (including cover letter, CV, degrees, references) by September 30, 2012 to:

Prof. Dr. Ulrike Gaul (speaker of QBM)
email: qbm-office@genzentrum.lmu.de
<http://www.qbm.lmu.de>