

Assistant Coordinator (Part-time) in Scientific Management (m/f/d) (#WMAC02)

IMB (www.imb.de) is a research institute on the campus of Johannes Gutenberg University in Mainz, Germany. It is generously funded by the Boehringer Ingelheim Foundation and the state of Rhineland-Palatinate. Our scientists conduct basic research in epigenetics, genome stability, ageing and related areas.

The position

To support the speaker and the coordinator of the Collaborative Research Center CRC/SFB 1361 on “Regulation of DNA Repair and Genome Stability” (www.sfb1361.de), we are looking for an Assistant Coordinator (m/f/d; 50-80% part time) at the earliest opportunity.

Tasks and responsibilities

- Serving as first contact point for SFB 1361 members and external partners and supporting the speaker and coordinator in the daily management of the SFB, incl. organisation and documentation of meetings, preparing and editing of text documents and presentations, and compiling statistics
- Coordination of the training programme for junior researchers within the Integrated Research Training Group (IRTG)
- Planning and organisation of the SFB 1361’s seminar and lecture series
- Maintaining the SFB’s webpage and other outreach activities

Requirements

- Outgoing personality, a high degree of motivation, reliability and flexibility, along with an ability to work independently and constructively within a service-oriented team
- Strong communication skills, with the ability to interact with scientists and administrators at different levels, and experience working in international contexts
- Very good organisational skills and excellent attention to detail
- Very good command of English (written and spoken) and at least basic knowledge of German
- Good PC knowledge (MS Office, incl. Excel and PowerPoint; Typo3 would be advantageous)
- MSc or PhD degree in the life sciences or a good understanding of the field

Why join us

We offer a stimulating, diverse and international research environment, with a pleasant working atmosphere, and informal culture. The institute is modern, well-equipped and centrally located with good public transport links and parking.

Our offer includes

Competitive salary and favourable pension scheme

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- Advanced training opportunities
- Employee events
- Job Ticket
- Flexible working hours
- Home office or hybrid working possibilities

What else you need to know

- **Starting Date:** as soon as possible
- **Duration:** until December 2023 with possibility of extension
- **Deadline:** 10 January 2023
- **International applicants:** we will assist you through the visa process, and also with your application for a residence/work permit after your arrival in Mainz.

Have we sparked your interest:

To apply, please send a **single PDF file** containing your cover letter, CV, certificates and letters of reference quoting **Ref. No. WMAC02** to hr@imb-mainz.de. Informal enquiries should be addressed to Dr Daniela Happel (sfb1361@imb.de). IMB is an equal opportunity employer.

Declaration of Consent and Data Protection

By sending us your application, you are consenting to us saving your personal data in order to carry out the selection process. You can find more information on data protection and retention periods at <https://www.imb.de/jobs/data-protection>.