



The International Max Planck Research School for Translational Psychiatry (IMPRS-TP) offers interdisciplinary training in molecular, cellular, and systemic psychiatric research to outstanding doctoral students in an environment of scientific excellence and collaboration. The school is a joint initiative of the Max Planck Institute (MPI) of Psychiatry, the MPI of Neurobiology and research groups of the Faculty of Psychiatry, Psychotherapy, Neuroanatomy, and Neuropathology of the Ludwig Maximilians University, Munich. The IMPRS office is located at the MPI of Psychiatry.

We are currently looking for candidates for the position:

## **Coordinator / Koordinator (m/f/div) for the International Max Planck Research School for Translational Psychiatry (IMPRS-TP)**

**ID: 8893**

### **Tasks**

- Coordination of the recruitment process for the PhD students
- Organization of selection symposia and interviews
- Organization of the course program in close cooperation with the scientific faculty
- Maintenance of the IMPRS-TP website and development of an online portal
- Experienced IT skills (especially Excel)
- Advertisement of the PhD program
- Organization of events (including annual retreats of PhD students and advisors to facilitate interdisciplinary collaboration)
- Preparation of meeting reports, evaluations of events, registrations, applications, as well as updating guidelines
- Support of PhD students (e.g. visa issues, accommodation, dealing with public administration), tracking of the Thesis Advisory Committees and keeping track of achievements of PhD students
- Budget responsibility for IMPRS-TP
- Day-to-day communication with PhD students, advisors, applicants, reviewers, partner programs

### **Your qualification**

The applicant needs to have a master's degree. Professional experience in higher educational or scientific management would be an asset.

We seek an enthusiastic, self-motivated person who works in a structured manner and has excellent communication and organizational skills. Experience working in a multinational environment is advantageous. The coordinator must be fluent in spoken and written English and have some knowledge of German.

### **Our offer**

Salary is determined following the salary scale of the German TVöD. The position is a maternity leave substitution and is limited to approximately one year. Starting date should be until January 31, 2023.

As an equal opportunity employer, the Max Planck Society is committed to employing more individuals with disabilities. We also seek to increase the percentage of female employees in areas where they are underrepresented.

For more information about the IMPRS-TP please visit <http://www.imprs-tp.mpg.de/>.

Applications, including a motivation letter, CV, and letters of recommendation, should be received until November 30, 2022.

Ausführliche Informationen über Klinik und Forschung des Instituts finden Sie auf unserer Homepage: [www.psych.mpg.de](http://www.psych.mpg.de) Haben wir Ihr Interesse geweckt?

Dann freuen wir uns auf Ihre **Onlinebewerbung**.

