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 and scholarship holders from more than 40 countries.

The Max Planck Institute for Developmental Biology invites applications for the full-time position of a PhD Program Coordinator and Head of the Researcher Support Team (f/m/d)

**Job description**

We are looking for a highly motivated and dedicated person who will coordinate our PhD programs and be responsible for heading and guiding our Researcher Support Team (RST), which provides comprehensive and professional support to a large number of scientific employees and scholarship holders. You will actively contribute to ensuring successful collaboration with and within the team by bringing in extensive expertise, creativity and decisiveness.

In addition to leading a team of four employees whose competences are specified in the following section, this position covers the following areas and responsibilities:

- Continued organization of our International Max Planck Research School (IMPRS) and its associated processes, which include the overall coordination of the recruitment process: announcements, application procedures, interviews and selection of suitable candidates.
- Management, coordination or delegation of all workflows, financial as well as administrative matters associated with the Researcher Support Team and therefore budget and personnel responsibilities.
- Strengthening of the Institute’s international profile, maintaining and developing university relations, networking with other facilities.
- Administrative assistance and support for students in academic and organizational affairs.
- Organization of conferences, scientific workshops, training activities, educational courses and social events.
- Close interaction and collaboration with directors and research group leaders at the Institute on various matters and subjects.
- A continuous establishment and further development of all relevant concepts and processes.
- Preparing evaluation reports and maintaining the websites.

**About the RST**

The tasks of the Researcher Support Team cover our IMPRS, PhD Program, Postdoc Coordination and International Office.

The IMPRS and PhD programs guide and support our international students throughout their doctoral trainings.

Our Postdoc Coordinator works with all scientific departments and research groups to ensure that postdocs receive appropriate career advice, support in academic affairs and training opportunities as well as courses.

The International Office Manager organizes and coordinates all activities of our welcome services for international newcomers, such as providing support and advice on their stay and dealing with essential processes and other professional and personal issues.

**Qualifications**

Applicants are expected to hold a PhD degree or equivalent in a scientific field related to the work of the Institute. International experience, knowledge of structured research processes, coordination of graduate training and data management are highly desirable and would be beneficial for the successful candidate.

You will bring excellent organizational and communication skills with you and are able to work proactively and independently as well as with a team. An excellent command of both spoken and written German and English is essential.
About the position

The full-time position is available from the earliest date possible and will be initially limited to two years with a chance of continued employment. Salaries will be based on TVöD guidelines according to previous experience and qualifications.

We offer you a responsible, versatile and diversified activity in an excellent interdisciplinary and international research institute. 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. Moreover, the Max Planck Society seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply.

Applicants should submit their PDF documents including a cover letter describing their interest in this position, a CV, certificates, etc. by October 21st.

Please note that we can only accept applications submitted electronically through our application portal:

https://jobs.tue.mpg.de/jobs/92

For inquiries about the job, please contact Andrei Lupas, who is the director overseeing the Researcher Support Team (andrei.lupas@tuebingen.mpg.de). For inquiries relating to the job portal and application process, please contact George Deffner (george.deffner@tuebingen.mpg.de).

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