The Max Planck Institute of Biophysics is a leading international research institute that uses biophysical, biochemical and computational methods to investigate the structure, dynamics and function of cellular systems at the molecular scale. It consists of four scientific departments, multiple research groups and scientific core facilities, with about 200 employees from more than 25 countries.

We are looking for a

Coordinator of Graduate Program (f/m/d)

The International Max Planck Research School (IMPRS) ‘Subcellular Architecture and Dynamics’ is an interdisciplinary graduate training program hosted at the MPI of Biophysics and implemented jointly with Goethe University Frankfurt and Johannes Gutenberg University Mainz. This interdisciplinary program aims to attract outstanding PhD students from all over the world to Frankfurt. The IMPRS Graduate Program Coordinator will help to establish the Research School as a leading international training program in cellular biophysics and support its management.

Responsibilities will include:

• Development and/or maintenance of relevant databases, handbooks, forms, webpages and online resources
• Development and implementation of an innovative marketing strategy to advertise the School to outstanding international students
• Planning and coordination of events (e.g. symposia, monthly lecture series, and annual retreats) and courses on transferable skills in close cooperation with the Research Support Office
• Preparation of meeting reports, evaluation of events, registrations, applications, as well as updating guidelines
• Planning and coordination of the recruitment process for the PhD students
• Providing advice and support to PhD students in academic and personal matters (e.g. integration/welcoming, support in the organization of Thesis Advisory Committee Meetings and record keeping, monitoring the progression of PhD students in the program)
• Day-to-day communication with PhD students, faculty members, applicants, and colleagues at the MPI of Biophysics and the participating Universities
• Fostering communication with internal stakeholders and managing relationships with external stakeholders including former graduates
• Carrying out general science management tasks

The Research Support Office
You will join the Research Support Office and work in a collaborative environment to provide the best possible support to the IMPRS students. The mission of the Research Support Office is to provide support to scientific members of the MPI of Biophysics in all matters of professional advancement, including, but not limited to the acquisition of external funding and advice on personal and professional development opportunities, coordination of the PhD program, as well as networking with internal and external stakeholders.
Qualifications, skills and attributes:

You have

- A PhD or equivalent in a scientific field related to the work at the MPI of Biophysics. Previous experience in a similar position would be beneficial but is not a must. Recent postgraduates and postdocs with a clear interest in research management are encouraged to apply.
- Excellent command of English and German, both written and spoken
- Excellent IT skills, including database and webpage management
- Proven track record of efficient planning and execution of 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 and intercultural skills
- Experience in delivering training and development opportunities 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 up to E14 depending on experience and qualification. The position may also be filled on a part-time basis.

The Max Planck Society strives for gender equality and diversity. We are also committed to increasing the number of individuals with disabilities in our workforce. Therefore, applicants of all backgrounds and identities are welcome.

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 send applications to the following address by February 15, 2021, preferably summarized in one PDF file to: personal18@biophys.mpg.de