Job posting

Type of position

☐ scientific
☒ administrative

Target group

☐ graduates
☐ post docs
☐ other

Title
Officer (m/f/d) for scientific career development (E 13 TV-G-U, half-time)

Institution
Johann Wolfgang Goethe University Frankfurt am Main, department Research Support

Position
To strengthen the newly established department "Research Support", we are looking for a Scientific Career Development Officer (half-time) as soon as possible. The position is permanent.

Responsibilities
You will work in the department "Research Funding and Academic Career Development" on diverse, research-strategic processes related to Early Career Researchers (ECR). This includes, among other things, the conceptual and organizational development of the promotion of early career researchers at Goethe University. The support of award nomination procedures in the field of ECRs is another focus of your activities. The preparation of information on ECRs for the various committees of Goethe University as well as the participation in the preparation of regular reports complete the portfolio of tasks.

Requirements
You have completed a scientific university degree with above-average success. You have very good knowledge of the national and international science landscape and are familiar with university structures and university processes. In addition, you have relevant professional experience in science management positions. You must be fluent in written and spoken German and English. The position also requires a high level of planning, organizational and project management skills.

Application procedure (deadline etc.)
Please send your application with relevant documents in electronic form (in a PDF document) to Dr. Kerstin Helfrich, head of the department, by January 9, 2022, using the keyword "Referent*in wissenschaftliche Karriereentwicklung".
Contact

Dr. Kerstin Helfrich: research-support@uni-frankfurt.de