# Job posting

**Type of position**
- ☒ scientific graduates
- ☑ administrative post docs
- ☐ other

**Title**
Scientific Coordinator (f/m/d)

**Institution**
The Max Planck Institute of Biophysics (MPIBP) 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 several research groups and scientific core facilities, with about 200 employees from more than 25 countries. The Institute is located at the Campus Riedberg in Frankfurt am Main.

The Department of Molecular Sociology headed by Martin Beck (https://www.biophys.mpg.de/molecular-sociology) studies the structure and function of very large macromolecular assemblies with a focus on in situ structural biology. They particularly focus on the nuclear transport system, Drosophila development, protein complex assembly, protein transport, protein homeostasis, membrane biophysics and RNA biology. Their experimental approach is based on a broad spectrum of techniques ranging from cryo electron tomography, life cell imaging, quantitative proteomics, image processing and molecular modeling to biochemistry, molecular biology and cell biological assays.

**Position**
To strengthen the productivity of the Beck laboratory, we are looking for an outstanding and highly motivated Scientific Coordinator. The post holder manages budgetary and resource planning of the Department of Molecular Sociology, oversees scientific projects and collaborations, and independently works with teams inside and outside of the Department. The coordinator assists the head of department in the preparation of scientific documents and presentations as well as recruitments.

We offer
A well-equipped and thriving laboratory within a vibrant international research environment. A collaborative and collegial scientific atmosphere, fostering the concepts of Open Science.
Regular attendance of international scientific meetings. If desired, the opportunity to pursue your own research project combined with longer-term scientific freedom and to participate in the training and supervision of fellows
The position is available from the earliest date possible and on part or full-time basis. It is initially limited to three years but may
be extended or tenured depending on the success. The salary according to German TVöD will be E14 or E15, depending on experience and qualification.

Responsibilities

• Monitor expenditures of funds (including external funding), including the planning and coordination of the Department budget. Make recommendations to the principal investigator regarding staff and supply and equipment needs for research projects.
• Help researchers of the Department with writing, reviewing, and editing of various materials for publications, presentations and the acquisition of third-party funds.
• Define and implement a lab-wide data management strategy, including access to stored and archived data, ensuring compliance with funding agency and authority requirements.
• Liaising with the Institute’s other laboratories, central administration and research support facilities.
• Maintain laboratory inventory and important documents and information by keeping and monitoring daily logs and equipment record books.

Requirements

Your qualifications and personal attributes:

• PhD degree and considerable postdoctoral experience in molecular biology or related disciplines
• Proven scientific track record that underlines previous productivity and intellectual contribution to research
• Excellent knowledge of English (oral and written), additional German language proficiency is preferred
• Taking pride in contributing to world class basic research
• Enjoy teaching, mentoring and supervision
• Highly self-motivated and willing to take initiative
• Strong communication and interpersonal skills to effectively communicate both verbally and in writing
• Ability to manage multiple priorities concurrently
• Proficient computer skills, and the ability to work safely and maintain a safe, organized, and clean environment required
• Ability to multi-task with demanding timeframes

In depth experience in one or more of the following research fields will be a benefit:

• Project management and scientific coordination
• Mass spectrometry-based proteomics
• Bioinformatics, sequence analysis and structural modeling
• Tissue culture, genetic manipulation techniques, life cell imaging
• Protein transport, RNA biology, Drosophila biology, Development, Protein homeostasis

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Application procedure (deadline etc.)
Applications should contain a motivation letter stating your interest in and fit to the position, a CV including contact information for at least two references.
Please apply via the "submit" link on our website (https://www.biophys.mpg.de/2009720/open-positions) until September 04, 2022.

The Max Planck Society strives for gender equity and diversity. We welcome applications from all backgrounds. The Max Planck Society aims to employ more individuals with disabilities. Applications from persons with disabilities are therefore explicitly encouraged.

Contact
https://www.biophys.mpg.de/2009720/open-positions