Job posting

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Title
Scientific Coordinator at the Institute of Quantitative and Computational Biosciences (IQCB)

Institution
Johannes Gutenberg University Mainz (JGU) is one of the largest universities in Germany. Thanks to its location in the Rhine-Main science region, the university can unfold to its full potential and showcase its innovative power and dynamic. Its status as a comprehensive university allows for multidisciplinary learning and teaching and has great potential for internationally renowned, interdisciplinary research. Almost all of its institutes are located on a single campus close to the Mainz city center – creating a lively academic culture for researchers, teaching staff, and students from every continent.

Position
JGU is in the process of establishing a faculty-transcending Institute of Quantitative and Computational Biosciences (IQCB) with the goals of integrating expertise in the areas of computer science, physics, mathematics and life sciences. The institute will develop focus areas in bioinformatics, theoretical biology, and advanced modeling and will provide a central hub where life scientists come together with computer scientists, physicists and mathematicians to coordinate the generation and analysis of complex datasets and develop new methodologies.

The position of scientific coordinator is paid according to EG 13 TV-L and to be filled as soon as possible with a limited contract until 31.12.2025.

Responsibilities
- Supporting the institute’s management in all organizational and administrative matters, incl. supporting the recruitment of members to IQCB
- Administration of the institute’s finances, incl. financial reporting and maintaining budget databases
- Setting up and maintaining the institute’s website, incl. summaries of recently published computational tools, studies and methods relevant to IQCB
- Participation in the preparation of scientific proposals, reports and publications in German and English language
- Preparing and editing text documents and presentations as well as compiling statistics
- Planning, organisation and documentation of seminars, scientific meetings and public outreach measures as well as guest visits and on-site reviews
- Serving as the first point of contact for the members of the institute, the university and external partners
Requirements

Your profile:

Completed scientific university studies in the field computational biology, physics, mathematics or a related field, preferably with a PhD. A very good command of English and German (written and spoken) is required.

Prior knowledge and experience in the following areas is advantageous:

- science management and project management
- applicable procurement policies and regulations, budgetary law, and proper accounting for funds management
- scientific personnel recruitment, especially with regards to gender aspects
- website content management (e.g. WordPress)
- standard PC programmes (MS Office, incl. Excel and PowerPoint; image editing software; Adobe Acrobat)
- event management and public outreach measures
- working in an international academic environment

Very good organisational skills and attention to detail, excellent communication and presentation skills, with the ability to interact with scientists and administrators at all levels are essential. We are looking for a highly motivated, reliable and flexible person with the ability to work independently and creatively within a team.

Application procedure (deadline etc.)

For Johannes Gutenberg University Mainz, the compatibility of family and career is a top priority and JGU offers optimal family-friendly conditions, such as flexible working hours, home office, and childcare options on campus.

JGU is diverse and welcomes qualified applications from people with varied backgrounds.

Applications from older candidates are welcome.

We aim to increase the number of women in management positions and therefore encourage female candidates to apply.

Candidates with severe disabilities and appropriate qualifications will be given priority.

Contact

For questions and further information please contact Prof. Peter Baumann by phone +49 (0) 6131-39-21422 or e-mail: pebaumann@uni-mainz.de.