Job posting

Type of position
☐ scientific
☒ administrative

Target group
☒ graduates
☐ post docs
☐ other

Title
Advisor for third-party funding applications

Institution
Technische Universität Braunschweig
TU Braunschweig has around 17,800 students and 3,800 employees. It offers a broad spectrum of education and research with excellent infrastructure and a friendly atmosphere.

Position
This is a temporary full-time position limited until 31.12.2025
The TU Braunschweig's Research Services is at the interface of all international activities at the university. It is the central point of contact for national, international and European funding advice and the application support for research funding is fully embedded in this framework. Whilst TU Braunschweig is preparing for the next Excellence Initiative, this position is a central component to increase the number of European and national research projects at the university.

Responsibilities
Within a pilot project we will extend and add new elements to our existing consulting activities. This includes:
+ Providing a comprehensive application service for coordinated EU projects and accompanying the application process,
+ Creating templates for parts of the proposal and preparing presentations on the horizontal aspects of a proposal,
+ Screening funding opportunities and providing information to scientists,
+ Advising the coordinator and consortia on the application process,
+ Participating in drafting applications,
+ Supporting networking activities.

Requirements
Candidates for the position must hold a university degree and have experience in writing proposals for European and national research projects. Furthermore, very good English and German skills are required, preferably acquired through a stay abroad. You have a good knowledge of the national or European funding landscape and can draw on your proposal writing experience from different organizational cultures. You also bring with you excellent communication skills, personal commitment, negotiation skills, a service-oriented style of working as well as the ability to familiarize yourself with a wide range of complex topics and interact with various stakeholders.
Please send your application by e-mail to bewerbung-abt12@tu-braunschweig.de quoting the Job ID 12.29-20/23; Deadline for the application is the 16.10.2023
The salary will be up to pay grade EG 13 TV-L collective agreement depending on the tasks assigned and based on individual skills and experience.
The position is to be filled full-time, but is essentially suitable for part-time employment.
Applications from disabled persons will be given preference if they are equally qualified. Please attach a form of evidence of your disability to your application.
TU Braunschweig strives in all areas and positions to reduce underrepresentation in the sense of the Lower Saxony Equal Rights Act (Niedersächsisches Gleichberechtigungsgesetz—NGG). Therefore, applications from women are particularly welcome.
Application costs cannot be reimbursed. Your application can only be returned if you include a stamped addressed envelope. For the purpose of carrying out the application process, personal data will be stored.

For more information, please call Andreas Hebbelmann, +49531-391-4276.