

The Graduate School of Life Sciences (GSLS), University of Würzburg is offering a position as

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

The Graduate School of Life Sciences (GSLS) offers structured doctoral training in the highly interdisciplinary research environment of life sciences at the University of Würzburg. The GSLS comprises more than 600 doctoral researchers from >45 different countries and >350 scientific members. The GSLS sections Biomedicine, Infection and Immunity, Integrative Biology, Neuroscience and Clinical Sciences define the main fields of research covered.

#### **Responsibilities**

As a member of the GSLS team, it will mainly be your responsibility to communicate with the doctoral researchers as well as the scientific members to organize and further develop the scientific and transferable skills training program offered by the GSLS.

This includes

- Organization of complex scientific events, as well as training and lecturing activities
- Management of the GSLS course booking platform
- Communication with trainers, doctoral researchers and scientific members
- Management of the GSLS PostDoc Plus Program, including application rounds
- Support of the GSLS doctoral administration staff

#### **Qualification profile**

- PhD in the field of life sciences
- Outstanding communication, collaboration, and interpersonal skills
- The ability to communicate with a large scientific community in German and English language
- Leadership and team management skills
- Ideally some proficiency in science management, data base management and/or international experience

#### **We offer**

- An interesting and varied job in a great team
- Flexible working hours
- The chance to develop your qualifications in the field of science management and expand your scientific and non-scientific network within the University of Würzburg

The position is to be filled as soon as possible and time-limited due to parental leave. The position is full time (100%) but may also be filled on a part-time basis, provided that job sharing ensures that the duties can be performed on a full-time basis. The salary is commensurate with training and experience according to Collective Agreement for the Public Service of German Federal States TV-L. We would like to point out that we embrace a diverse culture and encourage applicants of all genders to apply. Severely disabled persons shall be given preference in the event of essentially equal suitability, ability and professional qualification.

**Please send your application including a cover letter, CV and contact information of references as a single PDF file preferably by e-mail until 11th June 2023 to [gsls-info@uni-wuerzburg.de](mailto:gsls-info@uni-wuerzburg.de).**

Please contact Dr. Irina Pleines-Meinhold if you have any questions ([irina.pleines@uni-wuerzburg.de](mailto:irina.pleines@uni-wuerzburg.de)).

#### **Postal address:**

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Please send copies of documents only. For cost reasons, application documents cannot be returned. Documents will be destroyed as soon as the selection procedure has been completed. If you enclose a postage-paid envelope, the application documents will be returned to you by three months after the end of the selection procedure.