# PhD program coordinator or manager (m/f/d)

**The Max Planck Institute for Biogeochemistry is seeking to appoint a PhD program coordinator for the International Max Planck Research School for Global Biogeochemical Cycles (IMPRS-gBGC). The position (preferably full-time) is to be filled as soon as possible. It is initially limited to one year with the opportunity of extension.**

In cooperation with the **Friedrich Schiller University Jena**, the **Max Planck Institute for Biogeochemistry** houses a unique and flexible research program that grants German and foreign students a broad selection of learning opportunities while still maintaining a research focus. Talented junior scientists participate in ongoing research comprising field observations, method development, experiments, and modeling. They are offered the opportunity to earn a doctorate under excellent research conditions. A three-month external research visit, specialized courses e.g. statistics and analytical techniques as well as soft skills are beneficial to the junior researchers. Currently the school has 65 members at PhD level, 50% of them international. For detailed information on the IMPRS-gBGC, please refer to **http://www.imprs-gbgc.de**

## Tasks of the PhD program coordinator

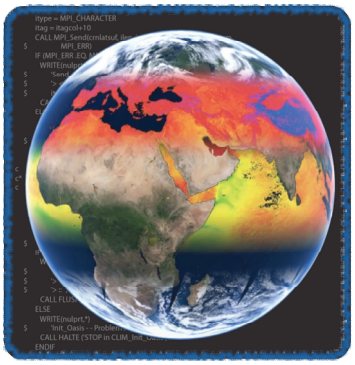
### Recruitment of excellent PhD researchers

- Advertisement of positions in relevant online portals and mailing lists
- Review of applications, pre-selection
- Preparation of selection symposia and interviews

### Organization of the course program

- Planning, organization and systematic development of the course program in close cooperation with the participating senior scientists
- Setting up and maintaining course websites including registration
- Providing support before and during courses
- Opportunity to teach

### Support for PhD researchers



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- Before and after their arrival: visa, accommodation, public administration and other assistance for settling in)
- Ensure that regular meetings are organized and frequent participation in these
- Keeping track of achievements of members
- Logistic support for 3-month foreign research stays and other travel support
- Advising potential and current members with respect to their scientific career and personal development

**Outreach and other activities**

- Maintenance of the website (**http://www.imprs-gbgc.de**, based on a wiki system) and a Facebook page (**http://www.facebook.com/imprs.gbgc**)
- Preparation for the evaluation of the PhD program
- Organization of annual meeting of all members
- In charge of budget for PhD program
- Reporting & writing application(s) for external funds
- Design of forms and templates
- Day-to-day communication with all members (PhD researchers, advisors, applicants, reviewers, partner programs)

## Qualifications

The applicant should have a **PhD in a related scientific field** and proven **organizational skills**. We expect **very good communication skills** in English and German. Professional experience in program or science management would be an asset.

The Max Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. The Max Planck Society

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seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply.

## Working environment

The Max Planck Institute for Biogeochemistry in Jena offers an exceptional dynamic, international and multidisciplinary work. You will join a committed, international team in a challenging and varied working environment at the interface between science and administration. The Max Planck Society provides extensive offers for further qualification and training. You will be remunerated according to your qualifications and the tasks assigned to you according to the TVöD-Bund.

Jena is not only famous for its high-tech industry, internationally renowned research institutions and a modern university but also for its beautiful natural setting in the Saale valley with its steep limestone slopes. The climate is mild and a large variety of plants grow in the close surroundings, including wine grapes and wild orchids. The city of Jena has a large active student scene supporting a diverse cultural life.

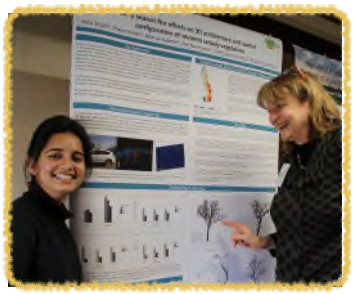
## Contact

Send your application documents as one PDF to Steffi Rothhardt **(sroth@bgc-jena.mpg.de)**. The position remains open until filled.

IMPRS gBGC
International Max Planck Research School for Global Biogeochemical Cycles

*Practical course in the greenhouse*

*Jentower in the city centre*



*Lively discussion at the poster during the annual*

Max Planck Institute for Biogeochemistry

FRIEDRICH-SCHILLER-UNIVERSITÄT JENA

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