

# Job advertisement

Vacancy ID: 394/2022

Closing date: 05.12.2022



**FRIEDRICH-SCHILLER-  
UNIVERSITÄT  
JENA**

Friedrich Schiller University is a traditional university rooted in the heart of Germany with a strong research profile. As a university covering all disciplines, it offers a wide range of subjects. Its research is focused on the areas Light—Life—Liberty. It is closely networked with non-research institutions, research companies and renowned cultural institutions. With around 18,000 students and more than 8,600 employees, the university plays a major role in shaping Jena's character as a cosmopolitan and future-oriented city.

The Jena School for Microbial Communication (JSMC) of the Friedrich Schiller University Jena is an Excellence Graduate School with a lively network of scientists from a broad variety of natural & life sciences institutes and acts as an umbrella organization for several Research Training Groups in Jena. The JSMC was awarded funding within the German Excellence Initiative from 2007 to 2018, and is now funded by the Carl-Zeiss-Stiftung since 2019.

The Jena School for Microbial Communication (JSMC) seeks to fill the position of a

## Scientific Manager (m/f/d)

Available from 01.02.2023 for initially 2 years. As our new scientific manager, your input and contributions will be particularly important for the upcoming submissions for continued funding of the JSMC by the Carl-Zeiss-Stiftung and the Cluster of Excellence "Balance of the Microverse" by the German Research Foundation (DFG) through federal and state funding. This provides a unique opportunity for an ambitious science manager with considerable international research experience to help shape the strategy and direction of these prestigious interdisciplinary institutions at the Friedrich Schiller University Jena.

### Your responsibilities:

- Writing performance reports, editing of scientific publications and writing grant applications
- Organizing an attractive career development curriculum with scientific and soft skills courses for early career researchers
- Organising scientific meetings and symposia
- Moderating recruitment meetings and evaluating applications of doctoral as well as post-doctoral researchers
- Further developing the inclusion of postdocs into the JSMC program
- Development and maintenance of international and industry contacts as well as the JSMC alumni network
- Contributing to the public engagement strategy and the implementation of diversity measures
- If possible, to continue the coordination of the Mental Health First Aid initiative that was established at the Friedrich Schiller University Jena by the JSMC

### Your profile:

- A doctoral degree in the natural sciences, ideally thematically close to microbial communication
- Comprehensive understanding of career opportunities of doctoral and postdoctoral researchers
- A highly integrative, well-structured personality with outstanding organizing skills
- Strong commitment and interest in conceptual-strategic work, a to contribute substantially to the further conceptual and scientific development of the JSMC
- The ability to ensure adherence to schedules in teamwork at the interface between research, administration and funding bodies



- Experience in grant acquisitions and the budgeting of major project grants is desirable
- Competence in the conception, organization and execution of scientific events
- Excellent communication and writing skills in German and English
- International experience is explicitly desired

**We offer:**

- The responsible co-ordination of an internationally renowned graduate school of excellence within a highly motivated team in close collaboration with its executive board
- A multifaceted and complex research environment with an open atmosphere and strong interdisciplinary collaborations
- A close collaboration of university and extra university research institutions and their management boards
- A network of partners in science and industry
- An open-minded and cooperative atmosphere between the involved persons and institutions
- Flexible working hours (flexitime and teleworking)
- A family-friendly working environment with a variety of offers for families: University Family Office 'JUniFamilie' and flexible childcare ('JUniKinder')
- University health promotion and a wide range of university sports activities
- Attractive fringe benefits, e.g. capital formation benefits (VL), Job Ticket (benefits for public transport), and an occupational pension (VBL)
- Remuneration based on the provisions of the Collective Agreement for the Public Sector of the Federal States (TV-L) at salary scale 13/14 - depending on the candidate's personal qualifications - including a special annual payment in accordance with the collective agreement.

The advertised position is funded by the Carl Zeiss Foundation and is initially limited until 31.12.2024.

This is a full-time position (40 hours per week). The Friedrich Schiller University Jena is an equal opportunity employer and part-time employment can be discussed.

Candidates with severe disabilities will be given preference in the case of equal qualifications and suitability.

Are you eager to work with us? Then submit your written application including a cover letter, a brief statement of research and scientific administrative experience, a detailed curriculum vitae, copies of academic certificates, a list of publications and the contact details of two references by email (one PDF file), stating the vacancy ID 394/2022 by 05.12.2022 to:

Dr. Hendrik Huthoff, [hendrik.huthoff@uni-jena.de](mailto:hendrik.huthoff@uni-jena.de)

Since all application documents will be duly destroyed after the recruitment process, we ask you to submit only copies of your documents.

For further information for applicants and the information on the collection of personal data, please refer to <https://www.uni-jena.de/en/job-market>