

At the University of Göttingen -Public Law Foundation-, Centre of Biodiversity and Sustainable Land Use - CBL, there is a position as

**Scientific coordinator (all genders welcome)**  
**Entgeltgruppe 13 TV-L/100%**

to be filled. Starting date is as soon as possible. The position is limited to 31.12.2025.

The scientific coordinator will support the steering committee of an interdisciplinary initiative in forestry and agriculture in management and administration. The coordinator will be the main contact person for all members of the research consortium regarding administrative and organizational aspects.

**The main tasks of a coordinator include:**

- Overseeing and planning of the proposed activities in close interaction with the steering committee.
- Preparation and coordination of writing the proposal and support of the review process
- Planning and organization of events, such as work retreats, regular meetings including arranging the travel and stay of guests
- Set up and maintenance of communication channels between all members of the project as well as all relevant partners (university administration and external cooperation partners)
- Preparation and documentation of all relevant meetings including minute taking for the steering committee meetings and plenary assemblies

Applicants should have completed at least a master's degree and be familiar all aspects of scientific project management in academic research. Experience with the internal processes and structure of the University of Göttingen are advantageous. Experience in working in multi-national and interdisciplinary research environments and experience in environmental sciences are advantageous.

We are looking for applicants who are highly effective and efficient, and who are self-motivated and can work equally well as part of a team. The candidates should be able to deal with temporary work peaks and stressful situations. Excellent communication skills as well as fluent spoken and written English and German are required. Excellent software knowledge of Microsoft applications is required. High affinity with the application of digital tools, facilitating communication and organization and interest in finding and implementing new skills is appreciated. Awareness of the importance of diversity in science is required.

**For questions on the tasks of the coordinator please contact Prof. Dr. Alexander Knohl ([bioklima-job@uni-goettingen.de](mailto:bioklima-job@uni-goettingen.de)).**

The University of Göttingen is an equal opportunities employer and places particular emphasis on fostering career opportunities for women. Qualified women are therefore strongly encouraged to apply in fields in which they are underrepresented. The university has committed itself to being a family-friendly institution and supports their employees in balancing work and family life. The University is particularly committed to the professional participation of severely disabled employees and therefore welcomes applications from severely disabled people. In the case of equal qualifications, applications from people with severe disabilities will be given preference. A disability or equality is to be included in the application in order to protect the interests of the applicant.

Please upload your application in one pdf file including the usual documents until 4/25/2024 on the application portal of the university using this link: <http://obp.uni-goettingen.de/de-de/OBF/Index/74454>. For more information get in touch with Miriam Teuscher directly via E-Mail: [mteusch@uni-goettingen.de](mailto:mteusch@uni-goettingen.de), Tel. +49 551 39 23079 .

**Please note:**

With submission of your application, you accept the processing of your applicant data in terms of data-protection law. Further information on the legal basis and data usage is provided in the [Information General Data Protection Regulation \(GDPR\)](#)