



Reference number 263/2021

### **Scientific Employee Within the Scientific Coordination Team (m/f/d)**

Founded in 1409, Leipzig University is one of Germany's largest universities and a leader in research and medical training. With around 30,000 students and more than 5000 members of staff across 14 faculties, it is at the heart of the vibrant and outward-looking city of Leipzig. Leipzig University offers an innovative and international working environment as well as an exciting range of career opportunities in research, teaching, knowledge and technology transfer, infrastructure and administration.

The **German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig** seeks to fill the above position **at the earliest opportunity**.

### **Background**

The **German Centre for Integrative Biodiversity Research (iDiv) Halle-Jena-Leipzig** is a National Research Centre funded by the German Research Foundation (DFG). Its central mission is to promote theory-driven synthesis and data-driven theory in this emerging field. Located in the city of Leipzig, it is a Central Institution of Leipzig University and jointly hosted by the Martin Luther University Halle-Wittenberg, the Friedrich Schiller University Jena and the Helmholtz Centre for Environmental Research (UFZ). More information about iDiv: [www.idiv.de](http://www.idiv.de).

### **About the position**

- Fixed term until 30 September 2024
- 100 % of a full-time position, part-time is generally possible
- Planned remuneration: salary group 13 TV-L
- Place of work: Leipzig.

### **Duties**

- Strategic conception and development of scientific exchange within the iDiv member network
- Conception, monitoring and continuous improvement of scientific tools for the exchange and integration of members within the iDiv consortium
- Further development and coordination of internal project funding programmes (e.g. funding calls for doctoral and postdoctoral researchers)
- Leadership within the scientific coordination team (e.g. communication with other units, with governing bodies, and with coordinators at other institutions)
- Coordination of reporting and evaluation processes on member-related projects and activities
- Support of several committees related to members and their activities within iDiv
- Conception and coordination of scientific member events (e.g. general member assembly, local committee meetings at universities)
- Coordination of all administrative tasks related to member projects, e.g. budget monitoring, hiring support and communication interface between iDiv members, applicants, and iDiv central services (HR, Accounting etc.).

### **Requirements**

- Master's degree and PhD (or equivalent) in biodiversity science or a related field
- Relevant experience in science and project management
- Experience in administrative processes (esp. academic employment law, DFG funding rules)
- Experience in organizing events
- Fluent in German and English language, both written and spoken
- Excellent communication skills and organizational talent, self-confidence, ability to work independently and in a team
- Analytical, transdisciplinary and creative way of thinking
- Enjoy working in an international environment.

## What we offer

- A highly dynamic, collaborative and interdisciplinary working environment
- Flexible working hours and work-life balance
- Goal-oriented staff development throughout your working life, with opportunities for continuing professional development
- A discounted local public transport ticket (MDV-Job-Ticket)
- iDiv is a highly international centre with employees from over 30 countries and various forms of support for employees from outside of Germany (Welcome Centre, German classes, etc.)
- Leipzig is an attractive city with rich culture and beautiful surroundings, and international visitors usually find it easy to settle in.

Please send your application with the usual documents, quoting **reference number 263/2021** via our application portal under <https://apply.idiv.de> by 4 November 2021.

While we prefer applications via this portal, hard-copy applications may also be sent to: German Centre for Integrative Biodiversity Research (iDiv), Professor Tiffany Marie Knight, Puschstraße 4, 04103 Leipzig. We kindly request that you submit copies only, as we are unable to return application documents. Interview expenses will not be reimbursed.

For queries on the application process, please contact our HR Department ([hr@idiv.de](mailto:hr@idiv.de)); for project-related questions, please contact Professor Tiffany Marie Knight ([tiffany.knight@idiv.de](mailto:tiffany.knight@idiv.de)).

Leipzig University aims to increase the proportion of women in positions of responsibility and therefore expressly invites qualified women to apply. Severely disabled persons – or persons deemed legally equal to them under Book IX of the German Social Code – are encouraged to apply and will be given preference in the case of equal suitability.

iDiv is committed to establishing and maintaining a diverse and inclusive community that collectively supports and implements our mission to do great science. We welcome, recruit, develop and advance talented staff from diverse genders and backgrounds.

## **Privacy information**

*If you choose to apply and send us your documents, you do so voluntarily. Any personal data contained within your application documents, or obtained during an interview, will be processed by Leipzig University – as the advertiser of the position – exclusively for the purposes of the selection process for the position advertised. It will not be passed on to third parties without your consent in the individual case. The legal basis for such data processing is Sect. 11(1) of the Saxon Data Protection Implementation Act (SächsDSDG) in conjunction with the EU General Data Protection Regulation (GDPR). The controller for the application process within the meaning of the GDPR is the addressee of the application, specified in the advertisement. Your personal data will be stored for six months after the end of the recruitment process and then erased or destroyed in accordance with data protection regulations. You may refuse or withdraw your consent with effect for the future without giving reasons. In these cases, Leipzig University will not or no longer be able to process and consider your application. Under the GDPR, subject to the relevant statutory requirements you have the following rights vis-à-vis the addressee of the application with regard to your personal data: right of access (Art. 15 GDPR); right to rectification of inaccurate personal data (Art. 16 GDPR); right to erasure (Art. 17 GDPR); right to restriction of processing (Art. 18 GDPR); and right to object to processing (Art. 21 GDPR). If you have any questions, please contact the Data Protection Officer at Leipzig University (office: Augustusplatz 10, 04109 Leipzig). You also have the right to lodge a complaint with the Saxon Commissioner for Data Protection.*