

At the University of Göttingen -Public Law Foundation-, Science Manager Hub - Koordinatorenpool, there is a position as

Science Manager (all genders welcome)
Entgeltgruppe 13 TV-L/50%

to be filled. Starting date is 6/1/2025. The position is unlimited.

The position will be part of a pool of coordinators of the University of Göttingen. The core work of the position is scientific management of Collaborative Research Centers (CRC) or Research Training Groups funded by the German Research Foundation (DFG). The coordinator will be associated with the interdisciplinary Collaborative Research Center 2987 (for more details, see below) for the duration of the project. At the end of the project, the position holder will take over comparable coordination and project management positions within the University, for example in a new CRC or RTG. Science Managers support the spokesperson of the project in management and administration. They are responsible for the smooth and effective running of the group in research and training of the relevant PhD students. They are 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 spokesperson.
- Taking care of all financial issues in the project, in collaboration with the finance department and the funding agency (DFG)
- Preparation and coordination of writing renewal proposals and support of the review process
- Advising and supporting PhD students in administrative, research and career-related issues as well as in personally challenging situations
- Planning and organization of events, such as annual assemblies, seminars, guest lectures, in the course of the project 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, funding agency (DFG), and external cooperation partners)
- Preparation and documentation of all relevant meetings including minute taking for the steering committee meetings and plenary assemblies
- Facilitating the flow of information, in particular among the group of doctoral researchers, through various formats including mailing lists, weekly meetings and including the choice and implementation of respective digital tools
- Preparing and overseeing the recruitment process for the PhD students
- Maintaining the website of the project and supporting social media and PR activities
- Organizing measures to foster gender awareness

Applicants should have completed at least a master's degree and be familiar with PhD studies and all aspects of scientific project management in academic research, ideally from coordinating a Research Training Group (RTG) or a Collaborative Research Center (CRC) or from similar coordination and management work experience. Experience with the internal processes and structure of the University of Göttingen are advantageous. We expect a high commitment to facilitate excellent research in the respective projects as a coordinator. Experience in working in multinational and interdisciplinary research environments 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. Experience in managing administrative data and with maintaining websites (e.g. GCMS) and graphic programs is a plus. 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. Current coordinated research project:

A position with 50% of the regular working hour (currently 19,9 hours per week) is offered within the DFG- funded **Interdisciplinary Research Training Group (RTG) 2987 'Mobility rights in the global context of multiple crises'**.

In the range of the interdisciplinary Research Training Group 2987 twelve thematically and regionally diversified doctoral projects will explore the question of how the internationally fragile institutionalized mobility rights are currently being questioned, demanded and reshaped globally against the background of the social problematization of migration and the increasingly interwoven multiple crises. The RTG combines multidisciplinary expertise from the fields of law, social sciences, cultural studies and the humanities. The aim is to develop a socio-legal approach in the sense of an interdisciplinary dialog that understands law and society as mutually co-constitutive fields. With this perspective of how law as taught law (law on the books) and law as lived law (law in action) are mutually dependent, the RTG will contribute to a more differentiated understanding of the legal dynamics and complexities in diverse fields of migration policy.

The qualification program is characterized by a broad, structured offering to promote interdisciplinary exchange in order to jointly develop reflective, intersectoral and deconstructive perspectives. It attaches great importance to supporting and promoting individual personal and career development as well as equal opportunities and diversity. Through the strategic involvement of Mercator Fellows, international guest researchers and two practicing judges, as well as by opening up internship opportunities, it aims to network doctoral students internationally and provide practical insights into various professional fields. It is also embedded in a diverse research environment of the participating academics at the University of Göttingen and will incorporate and complement the offer for early career researchers at the Centre for Global Migration Studies.

The spokesperson of the RTG is Prof. Dr. Sabine Hess (<https://www.uni-goettingen.de/de/208718.html>), who will be happy to answer any questions about the RTG.

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 2/19/2025 on the application portal of the university using this link: <http://obp.uni-goettingen.de/de-de/OBF/Index/74805>. For more information get in touch with Manuela Bülow directly via E-Mail: manuela.buelow@zvw.uni-goettingen.de, Tel. 05513926342 .

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 \(GDPR\)](#)

