The Institute of Medical Microbiology of the RWTH University Hospital is recruiting as soon as possible an

**Administrative Coordinator (m/f/d) of the Graduate School of the Collaborative Research Centre (CRC) 1382**

The position is financed by the German Research Foundation (DFG) as administrative support structure of the Collaborative Research Center 1382 graduate school until June 30, 2023 with the possible extension for until mid 2031 upon positive evaluation of the consortium. The applicant is expected to work independently and support the graduate school and students on administrative and organizational matters. Initially for 50% (19.25 hours per week). Pay group 13 TV-L.

**Your tasks:**
- Organization and administration of central tasks for the graduate school (organization of interviews, student registration, organization of seminars, courses, lab rotations etc.)
- Independent correspondence with students, project leaders and external cooperation partners (in German/English)
- Planning, organization and local support during internal meetings and external graduate school retreats
- Generation of text documents and maintenance of the homepage (in German/English)
- Administrative support for national and international graduate students (in German/English)

**Your profile:**
- Completed academic education (e.g. M.Sc.)
- Practical experience in administration and organization
- Very good language skills in English (spoken and written), preferentially also in German
- Organizational skills
- Open minded, structured and reliable person
- Team player
- Ability to quickly learn/implement new tasks
- Able to work flexible hours
- IT skills (Word, Excel, Power Point)

RWTH Aachen University is certified as a family-friendly university and offers a dual career program for partner hiring. We particularly welcome and encourage applications from women, disabled people and ethnic minority groups, recognizing they are underrepresented across RWTH Aachen University. The principles of fair and open competition apply and appointments will be made on merit.

You should only use our digital application portal for your application. Select the relevant job in the "Intranet" under "Job exchange" and click on the green button "Apply now". There you have the option of storing your documents in the electronic application folder securely against unauthorized access. Applications sent to us by email to: bewerbung@ukaachen.de (this transmission path is usually not adequately protected), will be transferred to the vg portal. The sent documents will be disposed of immediately after transfer to the portal in accordance with data protection. After the prescribed retention period, the data will also be deleted in the portal. If you do not agree to a transfer to the vg portal, unfortunately we cannot consider your application.

Application should be sent till **02.12.2020 with GB-P-26842** to Maike Schleibach (mschleibach@ukaachen.de), Institute of Medical Microbiology, Uniklinik RWTH Aachen, Pauwelsstraße 30, 52074 Aachen.

For further information please contact Herr Prof. Mathias Hornef (mhornef@ukaachen.de).