



Erlangen, March 4, 2024

In order to support scientific coordination and project management in the field of medical engineering, the Profile Center Medical Engineering (Profilzentrum Medizintechnik, FAU MT), based in Erlangen, is seeking a Scientific Coordinator/Manager, supported and funded by MaD Lab (<https://www.mad.tf.fau.de>). The position gives an opportunity to support interdisciplinary research initiatives among different faculties at FAU and would provide an accelerated growth for building a career in scientific management.

Scientific Coordinator/Manager (salary group TV-L E13)

Your responsibilities include:

- Independent organization and coordination of third-party funding applications along with scientists and members of FAU MT
- Independent planning and coordination of third-party funded projects, i.e. scheduling, deadline monitoring and reporting to respective departments inside and outside FAU
- Budget planning and administration of grants for different projects
- Writing scientific texts in cooperation with subject matter experts at FAU
- Communication of new available grants/calls and their application criteria to the members of FAU MT
- Maintenance of website and marketing at social media channels like LinkedIn
- Organization of national and international events, for example, regular project meetings, conference, scientific events or teaching seminars
- Supervision of student assistants

We are searching for a person with a doctorate degree, preferably from the field of engineering, science or a medicine, with practical experience in scientific project management, writing application texts or comparable documents for funding calls and familiar with coordination with multiple stakeholders at a research institution. In particular:

- You have successfully completed your doctorate studies and have ideally relevant postdoctoral experience.
- You are familiar with the fields of medicine, engineering, bioinformatics and AI applications in healthcare
- You are experienced with project management preferably within a European or German grant framework like EIT Health, BMBF or DFG
- You possess excellent organizational skills
- You have expert knowledge of project management tools and relevant software packages like Microsoft Office, excel.
- You are capable of structured, solution oriented and independent project management

- You possess excellent English and German language skills

We are looking for a sociable, team-oriented and proactive person with strong skills in analytical thinking, consulting and organizing. Contributing to the FAU MT and MaD Lab's other functions is expected where appropriate.

FAU offers career development and mentoring, an outstandingly productive research environment as well as a passionate and multi-disciplinary scholarly community within a vibrant institutional network. In its pursuit of academic excellence, FAU is committed to equality of opportunity and to a proactive and inclusive approach, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. FAU is a family-friendly employer.

Position details and contact for application/questions:

The position start date is as soon as possible. Prospective applicants should apply with a cover letter and academic CV, emailed as one PDF document to faumt-office@fau.de. The position will remain open until filled.

Contact: faumt-office@fau.de

Website: <https://www.medicalengineering.fau.de>

Profile Center Medical Engineering (FAU MT)

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