The Bernstein Coordination Site (BCOS), located in Freiburg, is a branch office of the Forschungszentrum Jülich and part of the Institute of Neuroscience and Medicine - Computational and Systems Neuroscience (INM-6). BCOS is the national and international representation of the Bernstein Network Computational Neuroscience (https://bernstein-network.de/en/). It supports researchers in the Bernstein Network e.g. by organizing the annual Bernstein Conference and other networking events, representing the network at international scientific conferences and offering central public relation measures.

We are looking to recruit a

Scientific Coordinator

Your Job:
• Project management for the Bernstein Conference: planning, organizing and realizing the conference and the exhibition area, keeping contact to industrial partners
• Planning, organizing and realizing further computational neuroscience events and workshops for a scientific audience as well as events for the general public
• Organization and management of young researcher awards Bernstein SmartSteps and Brains for Brains (call, selection, keeping contact with applicants, jury, awardee)
• Developing concepts for and coordinating various networking measures within the Bernstein Network
• Representing the Bernstein Network at national and international scientific conferences
• Proactively gathering information on current developments in third party research funding
• Establishing and maintaining liaisons to industry partners
• Reports for and other contributions to the Bernstein Network’s website and other BCOS publications
• Supporting the writing of grants, reports and assessments
• Supporting the head of BCOS by e.g. taking on superordinate organizational duties

We look forward to receiving your application until 30.01.2022 via our Online-Recruitment-System!
Questions about the vacancy? Get in touch with us by using our contact form.
Please note that for technical reasons we cannot accept applications via email.
www.fz-juelich.de
Taking care of (international) guests and partners

Your Profile:
• University degree (Master) plus doctorate in neuroscience or related fields
• Several years’ experience in science management, especially organizing scientific and public events
• Knowledge in neuroscience and computational neuroscience
• Excellent written and spoken language skills in German and English
• Very independent, analytical and structured way of working with high quality awareness
• Excellent communication skills, excellent capacity for teamwork and cooperation
• Readiness for frequent travelling, including overseas
• Flexibility and service oriented personality

Our Offer:
We work on the very latest issues that impact our society and are offering you the chance to actively help in shaping the change! We support you in your work with:
• Cutting-edge research environment with an interdisciplinary and international perspective
• A creative team with an open and appreciative working culture
• The possibility to work flexibly (in terms of location), e.g. working from home
• Comprehensive training courses and individual opportunities for personal and professional further development
• Extensive company health management
• Ideal conditions for balancing work and private life, as well as a family-friendly corporate policy
• Full-time position with the option of slightly reduced working hours and 30 days of annual leave
• Targeted services for international employees, e.g. through our International Advisory Service

We offer you an exciting and varied role in an international and interdisciplinary working environment. The position is initially for a fixed term of 2 years, with possible long-term prospects. Salary and social benefits in conformity with the provisions of the Collective Agreement for the Civil Service (TVöD). Depending on the applicant’s qualifications and the precise nature of the tasks, salary grade 13 TVöD-Bund.

Place of employment: Freiburg

Forschungszentrum Jülich promotes equal opportunities and diversity in its employment relations.
We also welcome applications from disabled persons.