

PhD Program Coordinator

(m/f, postgraduate level, 40h/week for 14 months)

The international PhD training program 'Signal Processing in Neurons' (SPIN) at Medical University of Innsbruck seeks a coordinator to manage the day-to-day operation starting 1st October 2015. The program combines interdisciplinary research with an intensive interdisciplinary course curriculum in different fields of Neurosciences. SPIN is funded by the Austrian Science Fund (FWF) and currently hosts 24 PhD students and 10 Faculty members (<http://www.neurospin.at/>).

As Coordinator, you will be responsible for all aspects of the daily operation and the internal and external communication of the program. We are looking for a scientist (m/f) with experience in science administration, strong communication and organisation skills, and proficiency in both English and German. A primary academic degree (MSc, MPhil or equivalent) is required.

Tasks include:

- overseeing the general administration of the program, including finances and personnel, designing workflows, forms and guidelines
- managing student recruitment (advertisement, review of applications and selection for interviews, organizing the interview week)
- day-to-day communication and support of students and faculty members
- planning and organizing events (lectures, meetings, retreats)
- interfacing with participating academic institutions and scientists
- maintaining SPIN website including registration
- assistance in preparing SPIN funding application

The minimum gross salary (stipulated by collective agreement) for this position amounts to € 2.427 per month (14 times). A higher salary may be negotiated if the applicant has relevant previous professional experience.

For more information about the position please contact the current coordinator of the SPIN PhD Programme, Veronika Schuchter. Interested candidates are asked to include a letter of motivation, a CV, and references for relevant previous experience in their application and submit it electronically to the address below.

Applications are considered before Aug. 31th 2015 or until the position is filled.

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