



The research group "Biodiversity Research and Systematic Botany" (Prof. Dr. Anja Linstädter) at the University of Potsdam is looking for a responsible, motivated and dedicated personality as an

### **Academic staff member (f/m/d) for scientific project management (EG 13 TV-L)**

*100% of the regular weekly working time for a limited period of two years.*

#### **Your tasks:**

- Coordination and central management of the international research project "NamTip", focusing on desertification tipping points in Namibia (<https://www.namtip.uni-bonn.de/>):
  - Organization and planning of project meetings, workshops and field research
  - Communication with the Namibian and German project partners as well as with the donor representative
  - Financial management of the project in cooperation with the administration of the University of Potsdam
  - Organization and delegation of public relations for the project
- Coordination of laboratory activities:
  - Support technicians in scientific matters (organization and planning of work flows, regular meetings and lab-related procurements)
  - Select, train and supervise student assistants
  - Ensure communication between scientists, technicians and student assistants.

#### **Your profile:**

- Interest and experience in scientific project management
- Excellent communication skills in English and German language, both written and spoken
- Strong intercultural competence and sensitivity to diversity issues
- Experience in laboratory routines and supervision of students
- Experience in laboratory analysis of plant nutrients is desirable
- Distinct flexibility, team orientation and communication skills
- Experience in interdisciplinary collaboration with the social sciences is desirable.

#### **Our offer:**

- A diverse and challenging job in a dynamic team as well as attractive working conditions
- Collaboration in an international project with highly relevant research
- Various continuing education opportunities at the University of Potsdam
- A job at one of the most beautiful university locations in Germany.

**The position is available from July 1, 2023.** The University of Potsdam strives to increase the proportion of women in research and teaching, and therefore, strongly encourages qualified female applicants to apply. The University of Potsdam values the diversity of its members and pursues the goals of equal opportunity regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age, and sexual orientation and identity. In case of equal suitability, women (§ 7 paragraph 4 BbgHG) and severely disabled persons are given preferential consideration. Applications from abroad and from persons with a migration background are expressly welcome.

Applicants should send their application materials (as one PDF file containing CV, copies of all certificates, motivation letter, contact data of at least two referees), **by April 6, 2023 at the latest by e-mail** to Ms. Jennifer Kaminski: [biodiversity@uni-potsdam.de](mailto:biodiversity@uni-potsdam.de) with the subject line "Academic staff member for scientific project management".