



Leibniz Institute  
of Virology



CSSB  
Centre for Structural  
Systems Biology



The Leibniz Institute of Virology ([LIV](#)) is an independent research institution of the Leibniz Association for basic biomedical research on human pathogenic viruses and occupies a leading position both nationally and internationally. LIV collaborates closely with local universities and non-university research institutions and is a founding member of the Centre for Structural Systems Biology ([CSSB](#)).

As of the next possible date, the LIV is looking for a highly motivated, team- and service-oriented

**Coordinator for the  
LIV Graduate Program  
in part time (50%, d/m/f)**

to effectively support the further development and maintenance of the LIV Graduate Program for doctoral candidates.

Your responsibilities:

- Management of the application and recruitment process of PhD candidates, incl. preparation of applications for review by the admission committee, planning and organizing of PhD candidates recruitment days and tracking and documenting acceptances and rejections.
- Advising PhD candidates throughout the program, advising PhD candidates on admissions policies, providing information about the LIV Graduate Program and tracking their progress.
- Planning and organizing offers, seminars and workshops of the LIV Graduate Program.
- Planning and organizing the PhD curriculum on infection biology, currently as annual Summer School together with the partners from the Leibniz Center Infection ([LCI](#)).
- Further development of the LIV Graduate Program.
- Writing and coordinating applications for third party funding to further support and develop the LIV Graduate Program.

Our requirements:

- University degree in natural sciences or similar area and/or in the field of scientific management, preferably with a PhD.
- Experience in writing and coordinating grant applications and proposals.
- Experience in management of projects and the coordination of scientific work.
- Independent, conscientious and structured working style.
- Commitment and quick comprehension.
- Team worker qualities with intercultural skills.
- Highly motivated, proactive, self-reliant, assertive, and excellent time management skills.
- Very good communication and writing skills both in English and German.

Our offer:

- Excellent working atmosphere with a wide range of further training opportunities.
- Cooperation with a highly vibrant and motivated team in the scientific environment of LIV.
- Remuneration according to EG 13 TV-AVH (comparable to TVöD).
- The part-time position is initially limited for 2 years with the possibility of extension.

For information about the LIV and the individual research units please visit the following website:  
<https://www.leibniz-liv.de/>

For further information on this opportunity, contact Dr. Dorothea Pieper via email  
([vorstandsreferat@leibniz-liv.de](mailto:vorstandsreferat@leibniz-liv.de)).

The Leibniz Institute of Virology promotes professional equality for all genders. Women are particularly encouraged to apply. Severely disabled persons will be given preferential consideration in case of otherwise equal suitability, qualification and professional performance.

We look forward to receiving your complete and informative application documents in English language by **15.2.2023**, preferably by email. Please add two or three references and state your earliest possible starting date. Late applications may be considered until the position is filled.



Leibniz Institute of Virology (LIV)  
Personalabteilung  
Martinistraße 52, 20251 Hamburg  
email: [personalabteilung@leibniz-liv.de](mailto:personalabteilung@leibniz-liv.de)