

Hier
entsteht
Zukunft!



Foto: Oliver Dietze



Saarland University is a campus university that is internationally recognized for its strong research programmes. Fostering young academic talent and creating ideal conditions for teaching and research are a core part of the university's mission. As part of the University of the Greater Region, Saarland University enables students and staff to share and exchange knowledge and ideas between disciplines, between universities and across borders. With over 17,000 national and international students, studying more than a hundred different academic disciplines, Saarland University is a diverse and dynamic learning environment. [Saarland University is officially recognized as one of Germany's family-friendly higher-education institutions and with a combined workforce of more than 4,000 it is one of the largest employers in the region.]

The Department of Chemistry is inviting applications for the following position commencing 01 October 2025

Scientific Coordinator (m/f/x)

Reference number N2139, salary in accordance with the German TV-L salary scale¹, pay grade: E13, employment: 5 years, 100 % of standard working time.

Workplace/Department:

You will be the Scientific Coordinator of the RTG (Research Training Group) 3082, "Engineering Covalent Bonds in Molecules and Materials (Ec=m²)", hosted by Saarland University as well as the Leibniz Institute for New Materials (INM). Ec=m² encompasses projects from Organic-, Polymer-, Physical- and Theoretical Chemistry, Theoretical Physics as well as particularly Material Sciences and Inorganic Molecular Chemistry. For details, please refer to the homepage www.uni-saarland.de/ecm2

Your involvement will be in the field of Research Management of this RTG action, including public relations and dissemination, (co-)organization of events, as well as monitoring of scientific and non-scientific reporting, budgeting, research data management, and the maintenance of good scientific practice.

Job requirements and responsibilities:

- Runs the RTG Office (clerical support will be provided for administrative purposes)
- Controlling of research and teaching activities, monitoring of budget
- Coordination, supervision and documentation of scientific and non-scientific reports

¹ TV-L = collective agreement on remuneration of public sector employees in the German *Länder*

The pay grade assigned to an employee depends on their professional qualifications and the number of years of service. Each pay grade is further subdivided into levels. Entry-level employees with no previous experience will initially be assigned a level 1 rating. After one year at level 1 of the E10 pay grade, an employee will move up to level 2. After a further two years, the employee will move to level 3, etc.

- Public relations and dissemination (homepage, social media)
- Co-organization of events; support of events coordinated by the Scholars
- Supervision and monitoring of research data management
- Maintenance of good scientific practice

Your academic qualifications:

- Doctoral degree / PhD Natural Sciences / or equivalent

Desirable skills of the successful candidate include:

- Interest in Research Management
- Experience in scientific and non-scientific writing and reporting
- Experience with outreach / social media
- Experience in the Chemical/Materials sciences desirable, yet not mandatory
- German language skills are desirable, yet not mandatory

What we can offer you:

- A flexible work schedule allowing you to balance work and family, among other things the possibility of teleworking
- Research management & personal development courses
- A broad range of further education and professional development programs (for example language courses)
- An occupational health management model with numerous attractive options, such as our university sports program
- Supplementary pension scheme (RZVK)
- Discounted tickets on local public transport services ('Job-Ticket' of the saarVV)

We look forward to receiving your **meaningful online application** (in a single PDF file) by **31.05.2025** to **bewerbung@uni-saarland.de**. Please include the reference number N2139 in the subject line of the e-mail.

If you have any **questions**, please contact us for assistance. Your contact:

Herr Prof. Dr. David Scheschkewitz

grk-ecm2@uni-saarland.de

Tel.: +49(0)681-302 71640

Pay grade classification is based on the particular details of the position held and the extent to which the applicant meets the requirements of the pay grade within the TV-L salary scale. Part-time employment is generally possible.

If you have obtained a foreign university degree, a proof of the equivalence of this degree with a German degree by the Zentralstelle für ausländisches Bildungswesen (ZAB) is needed before hiring. If necessary, please apply for this in time. You can find more information at <https://www.kmk.org/zeugnisbewertung>.

Unfortunately, neither costs for attending an interview at Saarland University nor costs for any certificate evaluation by the ZAB can be reimbursed in principle.

We welcome applications regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age, and sexual orientation and identity. In accordance with its policy of increasing the proportion of women, the University actively encourages applications from women. Applications from severely disabled persons will be given preferential consideration in the event of equal suitability.

When you submit a job application to Saarland University you will be transmitting personal data. [Please refer to our privacy notice for information on how we collect and process personal data in accordance with Art. 13 of the Datenschutz-Grundverordnung](#). By submitting your application you confirm that you have taken note of the information in the Saarland University privacy notice.