

## Executive scientific coordinator (f/m/d)

The Chair of Biological Imaging (CBI) at the Technical University of Munich (TUM) and the Institute of Biological and Medical Imaging (IBMI) at Helmholtz Munich are an integrated, multi-disciplinary research structure and form the cornerstone of a rapidly expanding bioengineering ecosystem in Munich, Germany; including the Research Center TranslaTUM and the Helmholtz Pioneer Campus, which integrate bioengineering with oncology and metabolic disorders, respectively. CBI scientists develop next-generation imaging and sensing methods to measure previously inaccessible properties of living systems, hence, catalyzing breakthroughs in biology, medicine and the environment. Comprising 11 inter-disciplinary laboratories and scientists from more than 25 countries, CBI offers state-of-the-art infrastructure for innovative research and a perfect environment to accelerate your career.

Join our team and be part of our rich and dynamic research culture of enquiry and innovation. CBI researchers come from the top ranks of physics, chemistry, engineering, and biomedicine and attract significant investment from national and international sources. Our scientists serve in international societies and conferences and are recipients of a multitude of top international and German awards, including the prestigious Gottfried Wilhelm Leibniz prize and 10 ERC awards. In addition to scientific excellence, CBI promotes entrepreneurship, company spin-off activities, and collaborations with other top academic institutions and leading corporations in the photonics, pharmaceuticals and healthcare sectors.

To support the institute director Prof. Vasilis Ntziachristos and the CBI directorate, we now seek a highly qualified and motivated **executive scientific coordinator / executive assistant (f/m/d)**.

### **The mission:**

The successful candidate will support the institute director Prof. Ntziachristos and will work closely with the executive management and administrative staff of CBI, and central administrations of Helmholtz Munich and TUM. She or he will provide comprehensive support to the institute director at the interface of administration and science. The offered position is crucial to free the CBI scientific leadership from science administrative duties. With an exceptional level of responsibility and focus on optimizing efficient managerial processes, the executive scientific coordinator works seamlessly with CBI's expert scientists and science support staff and, hence, serves as token for the future success and societal impact of CBI through breakthrough innovations for improved medical imaging and health care. In this position, you will act as a:

- Communication expert with a proactive approach to communication and PR interfacing between the CBI directorate and internal and external collaborators, central departments at Helmholtz Munich and TUM (e.g. legal and innovation departments), stakeholders, decision-makers, and the media.
- Organizational mastermind supporting the institute director in day-to-day business, incl. administration of schedule, travel and teaching activities; preparation of scientific events, meetings and conferences; preparation of proposed resolutions for research-administrative issues; and information condensation.

- Scientific personal assistant representing the institute director at academic assemblies and supporting the institute director and CBI executive management, e.g. by delegating tasks within the institute and by preparing and proofreading scientific presentations, manuscripts, reports and grant applications.
- Strategic thinker supporting CBI's long-term research agenda and positioning as a globally competitive center of bioengineering with significant impact to biological discovery, clinical translation and commercialization of technological innovations.

## Your profile:

The successful applicant must have the following:

- University degree in natural sciences, engineering, or business studies
- A Ph.D. degree and additional business education/experience are considered a strong plus
- Outstanding leadership skills, work ethics, and intrinsic motivation
- Impeccable judgment and high personal/professional integrity
- Ability to motivate and inspire colleagues
- Strong self-management skills
- Excellent science development and science management acumen
- Collaborative spirit and ability to work in a highly international and interdisciplinary team
- Great networking ability and communication skills
- Experience in rapidly changing, challenging, and competitive environments
- Solid IT skills (MS Office, video communication platforms, etc.)
- Excellent command of German and English, both written and spoken

## Our offer:

At CBI, we strongly believe that outstanding science needs outstanding science management. For this, we rely on a strong team of experienced science managers. This is your opportunity to be part of and to advance your career in a novel, quickly expanding vocational field at the intersection of science and administration. CBI provides a highly international, multi-disciplinary environment offering excellent opportunities for professional growth. We support career development, continuing education and teaching and training opportunities.

Situated in the foothills of the Alps, Munich is consistently ranked as one of the most livable cities in the world, with an exceptionally high quality of life. Greater Munich is also home to several world-class universities and research institutes, creating a vibrant intellectual atmosphere.

The successful applicant will initially have a 2-year contract, with the possibility of extension. Salary will commensurate with work experience and seniority (TV-L E13). As an equal opportunity and affirmative action employer, TUM explicitly encourages applications from women as well as from all others who would bring additional diversity dimensions to the university's research and teaching strategies.

## **Your application:**

We are looking forward to receiving your comprehensive application including your letter of motivation, CV and academic transcripts of records, preferably in English and in a single PDF file, via email to [cbi.recruitment@tum.de](mailto:cbi.recruitment@tum.de). Please indicate "Executive scientific coordinator" in the subject line.

For any question please contact:

Dr. Andreas Hillmair

email: [andreas.hillmair@tum.de](mailto:andreas.hillmair@tum.de)

tel.: +49 89 4140 6936

Technical University of Munich (TUM)

Chair of Biological Imaging (CBI)

Ismaningerstr. 22

81675 Munich, Germany

Web pages:

<http://www.helmholtz-muenchen.de/CBI/>

<https://web.med.tum.de/en/cbi/home/>

[www.pioneercampus.de](http://www.pioneercampus.de)

[www.translatum.tum.de](http://www.translatum.tum.de)

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