



The Max Planck Institute for the Study of Societies (MPIfG) in Cologne is looking for an

### **Academic Research Coordinator**

to support the Directors in the area of academic management. This is a fixed-term position (cover for parental leave) available from January 2, or February 1, 2019 until September 30, 2020.

The postholder's duties include the coordination of the international doctoral program – *International Max Planck Research School on the Social and Political Constitution of the Economy (IMPRS-SPCE)* – and the academic administration of research coordination at the Institute. The research coordinator is also responsible for the integration of doctoral students, postdocs, and visiting researchers at the Institute and coordinates professional development opportunities and research methods training at the MPIfG.

The successful candidate will be educated to PhD level, preferably in social or political science. Previous experience from working in an academic-related role involving management, editorial, PR, and administrative duties is desirable, as is international experience.

[> Job announcement \(in German\) \[PDF\]](#)