Ludwig-Maximilians-Universität München is one of the largest and most renowned universities in Germany with a wide range of responsibilities. The Institute for Communication Science and Media Research of the Ludwig-Maximilians-University Munich is looking for its Munich Science Communication Lab from 1.12.2021 limited until 30.11.2026 a

**Project Assistance (100%, TV-L E8)**

**Your tasks:** The project assistant supports the management of a research network (on the topic of science communication in the field of "Planetary Health" - see introduction video <https://youtu.be/o3fgnBJhIks>) in all organizational and administrative tasks. In addition to the responsible organization of secretarial operations, the main focus is on assisting with research projects, supporting the organization of events, looking after guests, as well as appointment, budget and travel administration.

**Your profile:** The applicant should have relevant administrative or secretarial training or be able to demonstrate equivalent skills; relevant professional experience is an advantage. He or she should have a very good command of written and spoken German and English, very good PC skills (in particular MS-Excel, MS-Word, accounting software), organizational talent, and an independent and very careful way of working. Experience in event management and/or media design is an advantage. Also desirable are the ability to work in a team, readiness for further training, initiative and friendliness.

**Our offer:**

We offer you an interesting and responsible job with good opportunities and development. Your workplace is centrally located in Munich and is easily accessible by public transport. The position is graded according to TV-L, pay group E8. The position is limited from 1.12.2021 to 30.11.2026 due to the duration of the associated research project. Part-time employment is possible in principle. Severely disabled persons will be given preference if their suitability is otherwise essentially equal.

Please send your application documents by mail (one PDF complete including the cover letter, max. 2MB) to Ludwig-Maximilians-Universität München, Institute of Communication Studies, Dr. Bernhard Goodwin (goodwin@ifkw.lmu.de) by 30.09.2021 at the latest.

If you have any questions, please contact Dr. Bernhard Goodwin at goodwin@lmu.de.