

## Program coordinator

The International Masters Program Earth System Dynamics and Evolution funded by the Elite Network of the Bavarian State Ministry of Science and The Arts invites applications for a post-doctoral candidate position (Entgelt-/Bes.Gr. TV-L E13 or A13 100%, up to 5 years) at the Friedrich-Alexander University of Erlangen-Nuremberg (FAU), Germany.

The position will **start 1st October 2026** (fixed start date).

**Role description:** We are seeking a Program Coordinator to lead administrative and student support aspects of the MSc program. The applicant will be responsible for managing the project budget, supporting the student admissions process, and providing students with administrative support. This position is 50% E13.

### **Responsibilities:**

- Managing and organising the program budget
- Organising and processing student admissions
- Administration of course registration and examinations processes
- Responding to student enquiries and providing general advice regarding course administration
- Support with the quality management and preparing materials for program evaluators
- Regular meetings with students and other program participants
- Developing workflows to ensure that processes and workflows are well documented and followed
- Coordinating student mentoring, internships, and exit interviews
- Monitoring student alumni
- Support preparing future funding applications

### **Required skills:**

- MSc in any scientific field
- Excellent level of written and spoken German
- Excellent level of written and spoken English
- Strong communication and organizational skills
- Experience managing and organising a large project or budget
- Experience working in international and diverse environments

**Advantageous skills:**

- A background in geosciences or related discipline
- Experience with quality management in education at the university level
- Training or experience in mentoring

For your application, please send a single PDF to [es-master@fau.de](mailto:es-master@fau.de), as subject.

The PDF should comprise:

- Cover letter, outlining previous experience and approaches used previously when managing projects and people, along with your motivation to become the program coordinator (max. 2 pages)
- CV (max 3. pages)
- University degree certificates
- Contact details for two potential references

**Deadline for application: 09.04.26.**

For further information on this position contact: Rachel Warnock ([rachel.warnock@fau.de](mailto:rachel.warnock@fau.de), program speaker) and Barbara Kleine-Marshall ([barbara.kleine-marshall@fau.de](mailto:barbara.kleine-marshall@fau.de), program co-speaker).