The University of Bonn is an international research university offering a broad range of subjects. With a 200-year history, some 35,000 students, more than 6,000 employees and an outstanding reputation in Germany and abroad, the University of Bonn is one of the leading universities in Germany and has been awarded the status of a University of Excellence.

The Hertz Professorship for the Transdisciplinary Research Area TRA 5, “Present Pasts,” is looking to appoint the following permanent position at the earliest possible starting date:

**Research Manager (full-time)**

The Research Manager will help to develop the new “Global Heritage Lab”, which is being set up as part of TRA 5, “Present Pasts.” The Lab will provide an innovative new space for transdisciplinary and transcultural critical research into cultural heritage, including innovating exhibition and decolonial methods. In particular, the Research Manager will play an important role in strengthening the Lab’s capacity to serve as a platform for externally funded German and international research partnerships, with a particular focus on partnerships in the Global South.

Your tasks:

- Supporting the Hertz Professor and Global Heritage Lab with all aspects of research management and research coordination
- Proactively researching and identifying potential sources of research funding (in Germany and abroad)
- Helping to formulate, prepare and coordinate applications for third-party funding, including budget planning
- Assisting in the development and coordination of research partnerships (in Germany and internationally)
- Communicating with partners
- Preparing interim and final reports for third-party-funded projects
- Managing projects
- Coordinating publishing activities
- Preparing applications to the Ethics Committee and reports
- Coordinating and assisting with recruitment
- Coordinating the team and administrative matters at the research group’s various sites
- Engaging with the general public: managing the department’s online and social media presence, designing and planning public events
- Planning and coordinating academic symposia

Your profile:

- Postgraduate university degree, preferably a doctorate in a relevant field (but not essential)
- Structured approach, creativity and the ability to work independently
- Full professional proficiency in spoken and written German and English
- Interest in intercultural issues
Experience with obtaining third-party funding, e.g. submitting applications and managing processes for German and international funding, German Research Foundation (DFG), European Research Council (ERC) funds, private foundations, German Excellence Initiative

A dedicated and flexible team player who is open to taking on new responsibilities

Proactive way of working, demonstrating a high degree of autonomy and conscientiousness

Skilled in the standard MS Office applications

We offer:

- Opportunity to participate in the building of a new, innovative research group
- A varied and challenging position with one of the largest employers in the region
- Flexible working hours
- Advanced and further training opportunities
- Occupational pension (VBL)
- Many options available for university sports
- Excellent access by public and private transport and the opportunity to buy a Large Employer Ticket for the VRS public transport network or take advantage of low-cost parking
- Remuneration in accordance with TV-L pay grade 13

The University of Bonn is committed to diversity and equal opportunity. It is certified as a family-friendly university. The University of Bonn seeks to increase female representation in staffing areas where women are underrepresented and provide special career support. To this end, the University of Bonn strongly encourages applications from qualified women. Applications will be handled in accordance with the NRW State Gender Equality Act. Applications from qualified candidates with a certified severe disability or from those of equal status are especially welcome.

If you are interested in this position (reference number 3.2/2022/56), please send your complete application in English by June 24, 2022 via the online application form. Please do not hesitate to contact Prof. Dr. Paul Basu (paul.basu@uni-bonn.de) if you need any more information.

Here you can access the online application form of the University of Bonn