



## Project Coordinator Part-time (f/m/d)

The **Max Planck Digital Library (MPDL)** in Munich is the largest digital scientific library in Europe and a central institution of the Max Planck Society for the Advancement of Science. It currently supports scientists at 86 institutes and research centers in Germany and abroad. The MPDL's Digital Labs department experiments with pioneering technologies and uses them to establish innovative services for basic research in the natural sciences and humanities.

For the Digital Labs division we are looking for a project coordinator (f/m/d) who will be responsible for the conceptual and operational management of our division's topics and for coordinating the various lines of action and stakeholders of our services. Together with our international, highly motivated team, you will develop IT concepts in cooperation with various Max Planck Institutions as well as top-class international research organizations in order to advance our existing services and to establish new innovative services in the Max Planck Society.

You will maintain an overview of complex topics with a wide range of stakeholders and manage the balancing act between effective time planning and sustainable conceptual design.

### Your tasks

- You develop concepts to effectively advance our projects and topics
- You coordinate the further development of existing services of the Digital Labs division
- You coordinate closely with the division management and the team to ensure the achievement of overall strategy goals
- You leverage project synergies within our coordination team
- You can convincingly present your projects (in German and English) and seek exchange with users (mainly scientists of the Max Planck Society)

### Your profile

- Completed university education in a scientific field
- Ideally five years of professional experience in the coordination of software projects
- Experience with various project management methods
- Independent, structured and careful way of working
- High competence in developing, implementing and completing own project ideas
- German and English spoken and written
- High communication competence
- Fun at work and curiosity for new topics

### Our offer

With us you will have the opportunity to implement IT projects in an excellent working environment as well as in an international and highly motivated team. Take advantage of the resources of the most successful German research organization and expand your knowledge on a national and international level. The Digital Labs department is characterized by an autonomous, agile and team-oriented working style, in which each employee can develop individually. The position is available in part-time and is initially limited to 2 years. Employment, remuneration and social benefits are based on the collective agreement for the public service (TVöD-Bund), depending on qualifications. In our institution, we attach great importance to the flexible organization of working conditions and to the compatibility of career and family, e.g. through a family-friendly organization of working hours and other offers. The Max Planck Society strives for gender equity and diversity. We welcome applications from all backgrounds. The Max Planck Society aims to employ more severely disabled people. Applications from severely disabled persons are expressly encouraged.

Got Your interest? Then send us your application with the usual documents, preferably by email in a single PDF file (incl. cover letter), quoting the reference number **21-21** to: [hr@mpdl.mpg.de](mailto:hr@mpdl.mpg.de).