

Call for applications

scientific assistant (WHK)

Support for virtual working group meetings & data mobilization in synthesis postdoc projects

Working time: max. 19 hours per week until 30.9.2021

sDiv usually hosts 15 working group meetings a year and welcomes around 20 participants per meeting from all parts of the world. Due to Covid-19, our working groups meet now fully virtual. To support them to be more productive and focus on science, we offer a scientific assistant position at the German Centre for Integrative Biodiversity Research (iDiv). A virtual meeting lasts between 2-4 days with several virtual meeting time blocks and due to the time difference among the participants, the support is mainly needed in the late afternoon until evening and potentially sometimes in early mornings. In times of less working group activity, the assistant will support biodiversity data (e.g. species traits) mobilisation in sDiv synthesis postdoc projects (normal working hours).

The position is supervised by Dr. Marten Winter (head of sDiv) and the sDiv Admin team.

Job description:

- technical support of the virtual working group meetings
 - oversee virtual meeting platform functionalities (usually Zoom)
 - help with break out room coordination
 - support with audio, video problems of participants
 - help setting up and oversee potential virtual whiteboards, slack channels etc
- support in meeting preparation
- note taking & synthesizing while and after the meetings
- potential help with meeting moderation/facilitation
- potential help with data mobilisation (extraction of biodiversity data e.g. from literature)

Requirements / expected profile:

- You are currently a MSc student in a biodiversity related research discipline (e.g., archaeology, zoology, ecology, palaeontology, geography, geology) or you already hold a Master's or equivalent degree in a related field of research
- Fluent English language skills are a prerequisite and skills in other languages are beneficial.
- Basic technical understanding of audio & video functions of computers
- Your place of work is the German Centre for Integrative Biodiversity Research (iDiv) in Leipzig. Depending on the Corona-situation home office can be made.
- Willingness to work at non-normal office hours (e.g. evenings or early mornings)

You will be employed as scientific assistant via Leipzig University. Starting date should be as soon as possible. Applications should be directed to sDiv (sdiv@idiv.de) and should include a short motivation letter and a short curriculum vitae.

German Centre for
Integrative Biodiversity
Research (iDiv)
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Puschstraße 4
04103 Leipzig, Germany
info@idiv.de
www.idiv.de

iDiv is a central facility of Leipzig University within the meaning of Section 92 (1) of the Act on Academic Freedom in Higher Education in Saxony (Sächsisches Hochschulfreiheitsgesetz, SächsHSFG). It is run together with the Martin Luther University Halle-Wittenberg and the Friedrich Schiller University Jena, as well as in cooperation with the Helmholtz Centre for Environmental Research – UFZ. The following non-university research institutions are involved as cooperation partners: the Helmholtz Centre for Environmental Research – UFZ, the Max Planck Institute for Biogeochemistry (MPI BGC), the Max Planck Institute for Chemical Ecology (MPI CE), the Max Planck Institute for Evolutionary Anthropology (MPI EVA), the Leibniz Institute DSMZ–German Collection of Microorganisms and Cell Cultures, the Leibniz Institute of Plant Biochemistry (IPB), the Leibniz Institute of Plant Genetics and Crop Plant Research (IPK) and the Leibniz Institute Senckenberg Museum of Natural History Görlitz (SMNG).

Page 1 of 1