

Administrative Coordinator within an International Research Program

The Plant Molecular Biology section at the Department of Molecular Biology and Genetics is looking for an engaged and well-organised colleague to play a key role in supporting the daily operations of a dynamic and ambitious research team. You will serve as a central administrative coordinator for the research team and its leadership, helping to ensure that activities run efficiently and smoothly.

The research team you will work with is leading an international program that brings together scientists from high-profile institutions across the globe to tackle one of agriculture's most pressing challenges: making food production more sustainable and equitable.

The focus of the program is to enhance and scale the use of beneficial microorganisms that naturally deliver essential nutrients to crops. By reducing dependence on inorganic fertilizers, this approach offers a more sustainable and accessible solution—especially for smallholder farmers in resource-limited settings.

Achieving this goal would mark a major scientific breakthrough, directly supporting the United Nations Sustainable Development Goals (SDGs), particularly the goal of ending hunger. Your work will help ensure that the program's innovations and impact are recognized worldwide.

Expected start date and duration of employment

This is a fixed-term position from 1 October 2026 until 31 March 2028.

Job description

Your main responsibility will be to support the research team's leadership in coordinating activities, managing priorities, and ensuring smooth communication across the team and with external collaborators.

You will act as a central point of contact, helping to align schedules, prepare meetings, and track progress across multiple projects.

The position involves a variety of administrative and coordination tasks, including calendar management, travel planning, and internal communication. You will work closely with both national and international partners in a dynamic and evolving research environment.

This is a key support role with real responsibility, offering the opportunity to contribute to the efficiency and effectiveness of a high-level research team.

Your profile

You have solid administrative experience, preferably from a research, university, or international setting, and are confident supporting leadership in a fast-paced environment. Your strong organizational skills and ability to plan, prioritize, and follow up make you a reliable and efficient team member.

You are comfortable working with digital tools and fluent in English, both written and spoken (Danish is a plus). You thrive in dynamic settings with multiple stakeholders and shifting priorities, maintaining a proactive and service-minded approach even under pressure.

With a positive and collaborative mindset, you navigate easily across academic hierarchies, disciplines, and cultures. You value clear communication and enjoy contributing to a well-functioning and supportive team environment.

Who we are

The administrative coordinator will be affiliated with the Plant Molecular Biology section at the Department of Molecular Biology and Genetics from where the research program is led.

The Department of Molecular Biology and Genetics is part of the Faculty of Natural Sciences, Aarhus University and comprises research within the areas of Plant Molecular Biology, Neurobiology, RNA Biology and Innovation, Protein Science, Cellular Health, Intervention and Nutrition. There are currently 75 full-time scientific staff and 95 PhD students. The department is responsible for two educations:

Application Deadline:
26 June 2026

Institute/Faculty:
Department of
Molecular Biology and
Genetics

Faculty:
Faculty of Natural
Sciences

**Academic contact
person:**
Simona Radutoiu
Professor
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Vacant positions:
1

Number of months:
30

Hours per week:
37

**Expected date of
accession:**
01/10/2026

Molecular Biology and Molecular Medicine with a yearly uptake of 160 students in total.

Please refer to <http://mbg.au.dk/> for further information about The Department of Molecular Biology and Genetics and to <https://nat.au.dk/> and <http://www.au.dk/> for information on Faculty of Natural Sciences and Aarhus University, respectively.

What we offer

- A fulltime position.
- A role in an international, researchintensive environment with an open, collegial atmosphere.
- A meaningful position where you help enable research and make a difference.
- A respectful and flexible work environment grounded in professionalism and trust.

Place of work and area of employment

The place of work is at Universitetsbyen 81, 8000 Aarhus C, and the area of employment is Aarhus University with affiliated institutions.

Contact information

For further information, please contact: Professor Simona Radutoiu, radutoiu@mbg.au.dk

Deadline

Applications must be received no later than 26 June 2026.

Formalities and salary range

Salary and terms as agreed between the Danish Ministry of Taxation and the Confederation of Professional Unions.

Aarhus University's ambition is to be an attractive and inspiring workplace for all and to foster a culture in which each individual has opportunities to thrive, achieve and develop. We view equality and diversity as assets, and we welcome all applicants.

The application must be submitted via Aarhus University's recruitment system, which can be accessed under the job advertisement on Aarhus University's website.

Aarhus University

Aarhus University is an academically diverse and research-intensive university with a strong commitment to high-quality research and education and the development of society nationally and globally. The university offers an inspiring research and teaching environment to its 37,000 students (FTEs) and 8.700 employees and has an annual revenue of EUR 1.106 billion. Learn more at www.international.au.dk/