

Cluster, network, and project coordinator

Do you thrive at the intersection of science, coordination, and communication? Professor Ebbe Sloth Andersen is looking for a proactive and organized colleague to help build and support a newly established interdisciplinary cluster for nanoscience, a network for artificial biology, and a research team working on RNA synthetic biology. This is a unique opportunity to work closely with leading researchers and contribute to shaping collaborative research environments. The place of work is Department of Molecular Biology and Genetics at Aarhus University.

The 5-year position starts from August 1st 2026 or as soon as possible thereafter.

Expected start date and duration of employment

August 1st 2026 – July 31st 2031 (5 years)

Job description

We are seeking a highly organized and proactive candidate for a multifaceted position combining coordination, network management, and administrative support. The role encompasses three main functions:

1. Coordinator for a newly established Interdisciplinary Nanoscience Cluster ([read more](#))
2. Network coordinator for the Aarhus University Network for Artificial Biology ([AUNAB](#))
3. Administrative support for the ERC RIBOTICS project in the Andersen laboratory ([ESA-lab](#))

In this position, you will play a central role in supporting collaboration, communication, and day-to-day operations across research environments.

Key Responsibilities include:

- Plan, organize, and facilitate events such as workshops, annual meetings, and seminar series.
- Maintain and develop websites, newsletters, mailing lists, and social media platforms.
- Coordinate and execute outreach activities.
- Support the development and implementation of new initiatives within the cluster and network.
- Act as a key liaison between the cluster, the network, researchers, departments, and external collaborators.
- Provide administrative and strategic support, including structuring tasks, managing deadlines, and assisting with ad hoc requests.

Your profile

We seek a person with the following skills:

- You hold a master's or PhD degree and have a strong interest in interdisciplinary research.
- You work in a structured, proactive, and solution-oriented manner.
- You are capable of working independently, taking initiative, and managing multiple tasks simultaneously.
- You thrive in a collaborative environment and contribute positively to team dynamics.

Application Deadline:
15 June 2026

Institute/Faculty:
Department of
Molecular Biology and
Genetics

Faculty:
Faculty of Natural
Sciences

**Academic contact
person:**
Ebbe Sloth Andersen
Professor
esa@inano.au.dk
+4541178619

Vacant positions:
1

Number of months:
60

Hours per week:
37

**Expected date of
accession:**
01/08/2026

- You possess strong communication skills in Danish and English (written and spoken).
- You have experience with research support, coordination, or similar roles.

It is an advantage if you have experience with:

- Systems and software used at Aarhus University, such as TYPO3, PowerBI, SDI, IndFak, and Eventværk.
- Planning and executing events at both small and large scale.
- Science communication both written and orally.
- Working with multiple stakeholders across academia, administration and industry.

Who we are

The Department is part of the Faculty of Natural Sciences, Aarhus University and comprises research within the areas of RNA Biology & Innovation, Plant Molecular Biology, Neurobiology, Protein Science, Bioinformatics & Computational Biology (BiRC), and Molecular Health. The department currently has 142 full-time scientific staff and 85 PhD students. The department is responsible for the education Molecular Biology and Molecular Medicine with a yearly uptake of 90 students. 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 about the Faculty of Natural Sciences and Aarhus University, respectively.

What we offer

We offer flexible working conditions with respect for work–life balance. You will have the freedom to define a set of your own tasks within the framework of the position.

We strongly support your personal development, e.g. through courses and conference participation.

You will be part of a highly collegial research and education environment with an informal atmosphere, where PhD students, postdocs, and faculty collaborate closely.

Place of work and area of employment

The place of work is at Gustav Wieds Vej 14, and the area of employment is Aarhus University with affiliated institutions.

Your daily leader will be Professor Ebbe Sloth Andersen.

Contact information

For further information, please contact: Professor Ebbe Sloth Andersen, 045 41178619

Deadline

Applications must be received no later than June 15.

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/