

Center Administrator for Center for Active Transport of Plant Hormones (Plant-PATH)

The newly established Center for Active Transport of Plant Hormones (Plant-PATH) at the Department of Molecular Biology and Genetics (MBG), Aarhus University (AU), is seeking a Center Administrator starting from 1 May 2025, or as soon as possible thereafter. This is a fixed-term position ending 30 April 2031.

Job description

You will be involved in the daily operations of Plant-PATH, including supporting center activities and strategic goals. Part of your work will include assisting the center's management with various administrative tasks, including project coordination and reporting to the Danish National Research Foundation and other foundations.

The position also involves assistance with fundraising relevant to the center's activities, as well as tasks related to organizing events including scientific workshops and conferences.

You will be the natural point of contact for the researchers associated with the center, and at the same time be a part of a large, collegial network consisting of employees at MBG. The center administrator is also the coordinator for collaborations with the German and Belgian partners in the center. Active participation in the center's daily life is a priority.

The successful candidate is expected to be present at the center daily and participate in some travel activity related to center activities. As the center is newly established, you will have a great opportunity to shape the framework for the center's activities.

Qualifications

- Relevant Master's degree and/or knowledge of research in natural sciences/life sciences is an advantage
- Strong administrative and organizational skills
- Experience with communication (internal and external)
- Fluency in Danish and English
- Independent, structured, and service-minded with strong collaborative skills

About Plant-PATH

Plant-PATH examines how plants adapt to climate change and how plant hormones influence this process. Funded by the Danish National Research Foundation, Plant-PATH consists of four research groups; two at AU and two satellite groups in Germany and Belgium (about 30 employees in total). The center is anchored at MBG, one of Europe's leading life sciences research institutes, which hosts around 50 active research groups, approximately 550 bachelor's and master's students, and about 90 PhD students. Learn more at www.mbg.au.dk.

Place of work

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

Contact information

Further information about the position can be obtained from Center Director Bjørn Panyella Pedersen (bpp@mbg.au.dk).

Deadline

All applications must be submitted online and received no later than 24 March 2025.

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

Application Deadline:
24 March 2025

Faculty:
Faculty of Natural Sciences

Institute/Faculty:
Department of Molecular Biology and Genetics

Academic contact person:
Bjørn Panyella Pedersen
Professor
bpp@mbg.au.dk
+4529723499

Vacant positions:
1

Hours per week:
37

Number of months:
72

Expected date of accession:
01/05/2025

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 38,000 students (FTEs) and 8,300 employees, and has an annual revenues of EUR 935 million. Learn more at www.international.au.dk/