



Personal Assistant (m/f/d)



The Department of Preclinical Imaging and Radiopharmacy (Director Prof. Bernd Pichler) at the University Hospital of the Eberhard Karls University Tuebingen competes on scientific top level in preclinical imaging with international research groups. Therefore we are looking for a top motivated and service minded colleague. We are enlarging our team and are offering a position as a

Department Director Assistant (m/f/d)

The Department of Preclinical Imaging and Radiopharmacy is a powerful research oriented group focusing on new tracers and biomarkers as well as in vivo biomedical research utilizing novel imaging technology and developing the next generation PET and multimodality imaging equipment. We are an interdisciplinary team of ~70 researchers and technical employees with various backgrounds such as medicine, biology, biochemistry, chemistry, computer science, physics and mathematics. We maintain many collaborations with basic researchers and clinical colleagues at our university hospital, the science faculty of the University of Tübingen as well as with many scientific partners worldwide.

The successful candidate will be embedded in a very stimulating and interdisciplinary field of research. He/she is required to interact with the various scientists from different fields as well as with our clinical colleagues. Besides written and telephone correspondence (German and English) and general administrative matters, the successful candidate will also be responsible for the management of appointments and mails, as well as meetings and business trips and initiating orders.

The successful candidate will directly support the director of the department and will support the coordination of all third-party funds, structured research and educational programs, as well. Therefore it is required to have a Bachelor or Master degree in the area of life sciences (e.g., biology, biochemistry, chemistry, biotechnology) to be able to think interdisciplinary in the larger field of biomedical research topics.

Perfect language skills (spoken and written) in both, English and German, are mandatory. The position requires excellent organizational and communication skills, as well as thorough knowledge of MS Office applications and a high degree of responsibility awareness. The offered position demands a high degree of flexibility and the ability to adjust to the changing needs within the Department. We expect absolute reliability, integrity and trustworthiness.

We offer remuneration according to TV-UK (Collective Agreement of the University Clinics of Baden-Württemberg) as well as all benefits customary in the public sector. Severely handicapped persons with equal qualifications are given preferential consideration. The Administration of the University Hospital is responsible for all employment matters. Before taking up employment, proof of sufficient vaccination against measles or immunity against measles in accordance with § 23 a in conjunction with § 20 Para. 9 of the Infection Protection Act must be provided (scope of application birth cohorts as of 01.01.1971). Interview expenses are not covered.

For questions, please contact Dr. Rebecca Rock, Tel.: 07071 29-83450, e-mail: rebecca.rock@med.uni-tuebingen.de.

Application Deadline: **30.11.2021**

Please send your application documents exclusively as PDF attachments by e-mail quoting the reference number **11506** to:

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Präklinische Bildgebung und Radiopharmazie
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