

Vienna BioCenter Training Team

# PhD Program Manager

## @Vienna BioCenter

In this high-impact role, you will coordinate recruitment, education, and outreach for the Vienna BioCenter PhD Program, a prestigious doctoral school of the University of Vienna and Medical University of Vienna, run in collaboration with four world-class research institutes. Joining a collaborative team within a leading life-science hub, you will be integral to a global community dedicated to scientific excellence.

### Key responsibilities

- Lead and coordinate two international PhD recruitment cycles per year, ensuring a professional and
- seamless experience for both applicants and faculty.
- Monitor PhD candidate progress and provide mentoring support to ensure the maintenance of high
- academic and professional standards.
- Initiate and support PhD candidate activities, including networking events, retreats, and scientific
- symposia.
- Serve as the primary point of contact for PhD candidates and supervisors, providing clear, professional
- guidance and advice throughout the doctoral journey.

### Your profile

- Strong interpersonal and communication skills, with the ability to collaborate effectively with team
- members, faculty, international applicants, and PhD candidates.
- Exceptional organizational and time-management skills, with a strong emphasis on accuracy and attention
- to detail.
- A proactive mindset with the ability to take initiative and assume responsibility
- Handle confidential information with discretion.
- An innovative and flexible approach, with a strong commitment to contributing to a collaborative team
- environment.
- A Master's or PhD degree in the Life Sciences or a related field.
- Proven experience in program coordination or complex project management.
- Full proficiency in English; German language skills are considered an asset.

#### MAX PERUTZ LABS

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### What we offer

- A thriving, international work environment in the heart of Vienna.
- A full-time (40-hour) contract with a gross salary of EUR 5.014 per month, paid 14 times a year.
- Access to excellent campus facilities, including an on-site cafeteria and childcare services.
- Opportunities for professional development.
- The chance to empower and shape the careers of the next generation of world-class researchers.

The responsibilities listed may be flexibly adapted to meet the evolving needs of the doctoral school as well as the candidate's areas of interest. We look forward to receiving your application by 15th April for an anticipated start date of 1st July.

### Application

Apply [here](#).