

The Teaching & Training Unit at the Division of Infectious Diseases and Tropical Medicine, LMU Munich, is offering a position as **Study Program Coordinator**



What we offer:

A varied position in an intercultural environment. Become part of a motivated team in which we give great importance to a working atmosphere and in which you can contribute your own ideas.

The position as Study Program Coordinator is limited to two years; however, a longer employment is aspired. Target start date: 15.12.2023

The position is based on the public salary grid according to TV-L. (<http://oeffentlicher-dienst.info/tv-l/west/>).

Images from our Public Health Course in Nepal

Your Area of Work:

The Programme Coordinator is responsible for the organisation and further development of academic curricula in the field of International and Global Health, in particular for the PhD Programme Medical Research - International Health, and the associated scholarship program. The programme is a flagship programme of the Faculty of Medicine, LMU Munich, and has enrolled well over 100 candidates since it began in 2010. The tasks include the call for applications, selection of participants, selection of scholarship holders, acquisition of lecturers as well as the planning of events and seminars. The position also includes the use of online-based systems. The programme coordinator also represents the various training programmes at national and international events. The job is based at the Tropical Institute but takes place within the scope of the CIHLMU Center for International Health (www.cih.lmu.de). As our training modules also take place in Ghana and Nepal, occasional travel is expected (approx. 7-14 days, planning well in advance). Our tasks also include looking after foreign participants in Germany (authorities, transport, social activities).

The position is designed as a part-time position with 60% (working days Monday to Thursday, approx. 8:30 - 15:30).

Our Requirements:

- Completed university degree
- Affinity to the topics of International Health/ Global Health
- Fluent in German and English
- IT skills (MS Office, e-learning platforms, digital communication media)
- Intercultural competency
- Enjoy communicating and interacting with participants from all continents
- Organisational talent
- Flexibility
- Willingness to travel (e.g. once a year for 7-14 days to Ghana or Nepal)

Questions and applications, no later than 30 October 2023:
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