



**Erlangen, February 10, 2025**

The FAU Profile Center Medical Engineering (Profizentrum Medizintechnik, FAU MT), based in Erlangen, is seeking as soon as possible an **International Project Coordinator** (salary group TV-L 13).

We are seeking an experienced and motivated **Project Coordinator** to join our dynamic team. The ideal candidate will have a strong track record in managing and delivering projects from start to finish. As a Project Coordinator, you will be responsible for planning, executing, and overseeing multiple projects, ensuring they are completed on time, within budget, and to the highest quality standards.

### **Project Coordinator (salary group TV-L E13)**

Your responsibilities include:

- Independent planning and coordination of third-party funded projects, i.e. scheduling, deadline monitoring and reporting to respective departments inside and outside FAU
- Lead the project, managing the total project cycle including project set up, requirements definition, development, implementation and deployment
- Project planning and reporting, setting quality and performance standards
- Act as the liaison between internal and external resources to ensure smooth cooperation
- Develop and maintain partnerships with all parties involved such as stakeholders and third-party resources
- Budget planning and administration of grants for different projects
- Maintenance of website and marketing at social media channels like LinkedIn
- Organization of national and international events, for example, regular project meetings, conference, scientific events or teaching seminars
- Supervision of student assistants

### **Qualifications**

- You have successfully completed your Master studies in Business Administration, Engineering or a relevant field
- You are experienced with project management preferably within a European or German grant framework like EIT Health, BMBF or DFG
- You have proven track record of successfully leading projects from inception to completion.
- You possess excellent communication and organizational skills

- You have expert knowledge of project management tools and relevant software packages like Microsoft Office, excel, asana.
- You are capable of structured, solution oriented and independent project management
- You possess excellent English and German language skills

We are looking for a sociable, team-oriented and proactive person with strong skills in analytical thinking, consulting and organizing. Contributing to the FAU MT other functions is expected where appropriate.

FAU offers career development and mentoring, an outstandingly productive research environment as well as a passionate and multi-disciplinary scholarly community within a vibrant institutional network. In its pursuit of academic excellence, FAU is committed to equality of opportunity and to a proactive and inclusive approach, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. FAU is a family-friendly employer.

**Position details and contact for application/questions:**

The position start date is as soon as possible. Prospective applicants should apply with a cover letter and academic CV, emailed as one PDF document to [faumt-office@fau.de](mailto:faumt-office@fau.de).

**Contact:** [faumt-office@fau.de](mailto:faumt-office@fau.de)

**Website:** <https://www.medicalengineering.fau.de>

Profile Center Medical Engineering (FAU MT)  
Dr. Maryam Mirzaei  
Werner-von-Siemens-Str. 61  
91052 Erlangen.