

Job Title: HiWi (Student Assistant) & Jack(y) of All Trades

Location: Department of Psychiatry, University of Tübingen

HP: <https://mhm-lab.github.io> **Contact:** dr.thomas.wolfers@gmail.com

Job Type: Part-Time (10 hours/week)

Duration: Minimum 2 years

Are you a student with a passion for science management, university politics, and organization? Our fast-growing research group is seeking a HiWi to help manage the complexities of academic administration. You'll also have the chance to be the social heart of our group, organizing events and fostering collaboration.

Key Responsibilities:

1. Navigating university bureaucracy.
2. Managing three different research grants and timelines.
3. Assisting with employee contracts and extensions.
4. Helping write and advertise job postings.
5. Supporting grant applications (e.g., ERC), including managing deadlines.
6. Co-organizing three conferences over the next two years.
7. Fostering team spirit through social events.
8. Maintaining and improving the research group's website (if time permits).
9. Some occasional travel for EU and national meetings.
10. Learning and improving bureaucratic processes for future career development.

What We're Looking For:

- You're enrolled in a Bachelor's or Master's program for at least two more years.
- You can commit to 10 hours a week and are willing to stay with us for at least two years.
- You're eager to learn about science management and university administration.
- You're organized, communicative, and enjoy working with people.
- You're fluent in German and English.

Why Apply? If this sounds like a lot, don't worry! You'll get plenty of support, and we'll have regular check-ins to ensure you're comfortable with the workload. You'll gain real-world experience in academic administration while navigating the complexities of German bureaucracy, preparing you for future careers in law, politics, or organizational psychology. We welcome applications from all genders and backgrounds!

Contact dr.thomas.wolfers@gmail.com with your CV and a **Letter of Motivation**.