

The **Ethics, Law and Politics Department** at **The Max Planck Institute for the Study of Religious and Ethnic Diversity** in Göttingen is dedicated to the interdisciplinary study of citizenship, diversity, and migration, with special emphasis placed on three interrelated themes: diversity and equality in the public sphere; the legal construction of borders and membership boundaries; and the intersection of states and markets in defining “who belongs” to the political community. The focus is on cutting-edge theoretical and legal puzzles; comparative approaches and international collaboration are strongly encouraged.

The **Ethics, Law and Politics Department** is seeking to appoint a

**Personal Assistant to the Director (m/f/d)**  
**Full or part time (min. 50%), two-year contract**

**Your duties include, but are not limited, to the following:**

- Assistance in writing scientific reports
- Assisting the Director with the request for translation, book editing, and the like (English and German are a must, French is a plus)
- Assistance in drafting and coordinating the collection of materials for the Institute’s next report for the Advisory Board
- Preparation of the visit of the Advisory Board for the institute’s three-year review
- Communication with stakeholders in Germany and internationally (e.g., the United States, Canada, France, Israel, the United Kingdom, Hong Kong and Singapore)
- Drafting letters and reports to the headquarter and authorities
- Assistance in administrating third-party funds and writing reports to stakeholders
- Assisting the Director with planning and organizing research fellow activities, providing oversight of various research projects, developing and implementing knowledge mobilization and research dissemination activities
- Oral translations at internal meetings and meetings with authorities

**Your Profile:**

- Candidates should have demonstrated skills in academic management and/or research coordination
- Degree relevant to the Department’s research area; preferences to a Master’s degree, or a PhD
- Excellent command of written and spoken German and English is essential, additional language skills in French would be an advantage
- Background in research organization/administration or academic management
- Ability to work independently and take responsibility over assigned tasks, as well as working in a team
- Highly computer literate; familiarity with basic web editing is a plus, allowing for the development of content for the Department’s online platforms
- High level of professionalism with strong organizational and interpersonal skills
- Absolute discretion and reliability are required

We offer a modern equipped workplace in an international team. Compensation is based on the German public service scale TVöD Bund and depends on qualifications and professional experience. Various benefits in accordance with public service positions are included.

The Max Planck Society wishes to increase the participation of women wherever they are underrepresented; therefore applications from women are particularly welcome. Following its commitment to an equal opportunities employment policy, the Max Planck Society also especially encourages persons with a disability to submit their applications.

**Interested?**

Then please send your application (with the usual documents) **in English** in a PDF file by **18 February 2019** to the following email address: [Bewerbung\\_ELP@mmg.mpg.de](mailto:Bewerbung_ELP@mmg.mpg.de)