



## RESEARCH AREA COORDINATOR – 3 VACANCIES

Pending approval by the German Federal Ministry of Education and Research, the new Käte Hamburger Centre for Apocalyptic and Post-Apocalyptic Studies at Heidelberg University, invites applications for three full-time **Research Area Coordinators** positions with a 1<sup>ST</sup> of March 2021 starting date. The initial contract duration is four years, with the possibility of an extension after the first funding period.

The centre is an independent academic institution at the university financed by the Federal Ministry of Education and Research. It provides the space for a group of international scholars and scientists to conduct collaborative research on ideas and experiences of the doom of worlds and their consequences. Each **Research Area Coordinator** will be in charge of one of the three subject areas: A) the apocalyptic and postapocalyptic imaginary (ideas, images, discourses), B) historical events that were perceived or framed as (post)apocalyptic experiences, C) current, empirically observable developments that could bring about the end of the world as we know it, and the scenarios of the aftermath. Each coordinator will also be responsible for one of the functional areas: 1) event management, 2) publication management or 3) public relations. Candidates may apply to a combination of one subject and one functional area of their choosing.

### **Your Responsibilities:**

#### **Coordination** of one of the **subject areas**:

- coordinate the fellows' research projects according to the respective annual research focus;
- contribute with your own research to the thematic focus of the project area;
- develop, propose and implement forms of interdisciplinary research within your area;
- coordinate the transdisciplinary cooperation with the other two subject areas;
- organize and supervise publication proposals within the area, as well as collaborate with the centre's publication management;
- participate in the planning and implementation of outreach measures specific to the project area;
- guide and support doctoral students and academic staff assigned to your research area;

#### **Management** of one of the functional areas:

##### **1. Event management**

- plan and organize events at the centre: weekly lectures and working meetings; about three international workshops per year, an international annual conference, communication and outreach to regional and international partners

## 2. Publication management

- supervise the centre's three publication series (in English), including the journal, anthology series and other minor publications: coordination, editing, layout, and supervision of copyrights laws;
- establish and maintain the centre's library and catalogue;

## 3. Public relations

- develop, propose and implement outreach in cooperation with the subject areas and the event management;
- support and supervise content of the centre's homepage and blog, as well as the centre's social media accounts.

### Your profile:

- completed postgraduate degree; PhD in a relevant discipline (humanities, social, or natural sciences, see dossier);
- research project related to one of the centre's research areas;
- high proficiency in English. For the publication management area, native proficiency of English is required. Proficiency in Spanish or a major Asian language is an asset;
- good knowledge of MS-Office user software;
- good knowledge of layout and image editing software (specially for functional areas 2 and 3);
- familiarity with social media management, as well as strategic skills for public relations (functional area 3);
- ability to work independently, flexibility
- very good teamwork and leadership skills
- high level of intercultural and interpersonal awareness

### What we offer:

- interesting and diversified lines of work within an international working environment in a communicative team;
- family-friendly and flexible working conditions;
- a wide range of additional benefits from the university (job ticket, university sports, etc.);
- salary in accordance to the TV-L (collective salary agreement for public service) 13 (ca. 50.700 -71.000 EUR p/a);
- applications for lower percentage appointments are possible, joint applications (50/50) are welcome.

Applications should include a letter of motivation, curriculum vitae, academic and job certificates. Send documents **by 21<sup>st</sup> December 2020** by e-mail as a single pdf file to [felicitas.loest@capas.uni-heidelberg.de](mailto:felicitas.loest@capas.uni-heidelberg.de) Felicitas Loest will be happy to answer any questions via e-mail or phone: +49 6221 54-2766. A dossier on the centre is also available from her.

Heidelberg University seeks to increase the proportion of women in areas where they are underrepresented, and strongly encourages qualified female candidates to apply. Priority will be given to disabled applicants with equal qualifications.

Information on policies for personal data according to Art. 13 DS-GVO can be found at our homepage [https://www.uni-heidelberg.de/datenschutz\\_personal](https://www.uni-heidelberg.de/datenschutz_personal).