



**Weierstrass Institute for Applied Analysis
and Stochastics**
Leibniz Institute in Forschungsverbund Berlin e. V.



The International Mathematical Union (IMU) is a non-governmental and non-profit scientific organization. It is the leading global organization in mathematics, representing the mathematical community and promoting international cooperation in the field. The Secretariat of the IMU is based in the heart of Berlin and offers an international, dynamic working environment in science management. Hosted at the Weierstrass Institute for Applied Analysis and Stochastics (WIAS), the Secretariat is supported by grants from the German Federal Ministry of Education and Research and the State of Berlin.

The Weierstrass Institute for Applied Analysis and Stochastics (WIAS) is an institute of the Forschungsverbund Berlin e.V. (FVB). The FVB comprises eight non-university research institutes in Berlin which are funded by the federal and state governments. The research institutes are members of the Leibniz Association.

For the IMU Secretariat we are seeking a

Project Assistant (f/m/d)

(Ref. 20/18)

starting January 1, 2021

Responsibilities:

Supporting the administrative work in the IMU Secretariat, in particular assisting with preparations for the International Congress of Mathematicians in 2022 and the administration of several CDC programs (Abel Visiting Scholar Program, Conference Support Program, IMU–Simons African Fellowship Program, Individual Research Travel Support Program, etc).

Qualifications, skills, experience:

- Qualified administrative assistant
- At least one year of administrative work experience (experience in a non-profit or philanthropic organization is preferred)
- Fluent English, written and spoken; intermediate German skills
- Skill and experience with IT systems, particularly databases and Microsoft Office
- Preferably knowledge of the content management system Drupal or comparable CMS
- Self-motivated, with strong problem-solving abilities and commitment to improvement
- Ability to work well individually, as part of a team, and within diverse communities.

The contract is limited for two years. Working time is 19.5 hours per week and the salary is according to the German TVöD (Bund). Office attendance is flexible where appropriate, with occasional evening or weekend work (about 4 times per year).

WIAS is an equal opportunity employer. We value applications from female candidates. Among equally qualified applicants, disabled candidates will be given preference.

Please upload complete application documents (curriculum vitae, photocopies of certificates, including a cover letter) as soon as possible and no later than **November 8, 2020** via our online job-application facility (<https://wias-berlin.softgarden.io/de/vacancies>) or directly here using the button "Apply online". Interviews will be held in the week of November 23, 2020.

If you have any questions please contact Scott Jung (manager@mathunion.org).

We are looking forward to your application!