The Institute of High Energy Physics (HEPHY) of the Austrian Academy of Sciences (OeAW), Austria’s leading non-university research and science institution, performs a rich experimental particle physics program and is participating in accelerator- and non-accelerator-based experiments. The institute has a major involvement in the CMS experiment at CERN and in the Belle II experiment at KEK. An experimental group works on direct Dark Matter detection with the CRESST and COSINUS experiments at LNGS and is a member of the Neutrino Experiment Nucleus. A theory group completes the research profile of the institute. HEPHY is offering a position as

**Scientific Coordinator (F*M)**

(part-time, 20h per week).

for an initial duration of 3 years, with the possibility of permanent employment.

HEPHY has leading roles in detector development, online selection systems, software and physics analysis in experiments mentioned above. Members of the institute are regularly entrusted with high-level positions in management or supervisory bodies of large international collaborations. We are looking for a coordinator with scientific background supporting the Directorate of HEPHY in the scientific management of the institute.

**Your tasks:**
- Support of project management, meeting preparation and follow-up
- Preparation and completion of documents, presentations and reports
- Support for scientists in third-party applications
- Overview and Maintenance of scientific content of WWW presence of the institute
- Maintenance of scientific databases

**Your profile:**
- Degree in a natural science, preferably physics
- Self-driven, flexible and enjoys problem solving in a research-support environment
- Excellent communication skills
- Very good knowledge of German and English

**Our offer:**
- Work in Austria’s largest center for experimental and theoretical particle physics, with motivated teams of physicists covering a wide range of expertise from detector design and construction to theoretical physics
- Strong international connections linked to large experimental collaborations and particle physics laboratories
- An annual gross salary of € 25,224.15
- The position will be located in Vienna

Our offer aims at communicative personalities with a confidence appearance who understand how to portray complex connections clear and understandably and find joy in self-reliant work.

Please send your application including a CV and a letter of motivation via e-mail to hephy-office@oeaw.ac.at (mentioning Job ID: HEPHY003ADM121) no later than February 28, 2022.

For further Information please contact Jochen Schieck (Jochen.Schieck@oeaw.ac.at).

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply.