

Doctoral Program and Data Management Coordinator (m/f/d) for Cluster of Excellence "Transforming Human Rights"

Philosophische Fakultät und Fachbereich Theologie, Nürnberg, TV-L E 13, Part time, Temporary
employment: until 31.12.2032, Bewerbungsschluss: 05.01.2026

Your Workplace

The Cluster of Excellence "Transforming Human Rights", based at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), addresses fundamental questions about the potential and limits of human rights in the context of several major worldwide transformation processes. The Cluster examines the transformation of human rights norms, institutions, and practices in the context of five megatrends: autocratization, planetary environmental crises, migration, fragmented economic globalization, and digitalization. For more information, see:

<https://www.humanrights.fau.de/research/exc-transforming-hr/>

The coordinator will work in a highly interdisciplinary, international and collaborative team environment in Nürnberg. The position offers ample opportunities to contribute and further develop professional skills related to coordination and management careers in academia.

Benefits: We Have a Lot To Offer

- Regular promotion to the next level and increase in salary pursuant to the collective bargaining agreement for the public service of the German Länder (TV-L) or remuneration pursuant to the Bavarian Public Servants Remuneration Act (BayBesG) plus an additional annual bonus
- 30 days annual leave at five working days per week with additional free days on December 24 and 31
- Occupational pension scheme and asset accumulation savings scheme

Your Tasks

- Program coordination: Develop and execute the doctoral program in coordination with responsible principal investigators and other cluster programs such as the postdoc and fellow program.
- Data management and quality assurance: Develop and maintain cluster-wide data management and data protection concepts, including metadata standards. Develop guidelines for data management and security. Gain familiarity with data protection law (especially DSGVO) and plan and monitor workflows for quality assurance within the research information system.
- Monitoring and reporting: Prepare reports and statistical evaluations in close collaboration with the data steward and other cluster members.

- Networking and interface management: Build and maintain a research collaboration platform, network doctoral candidates with postdocs and international fellows, and serve as focal point between IT, research, and research reporting.
- Consulting and training: Support and train doctoral candidates and cluster project groups in data management.

Your Profile

- University degree (or equivalent) in disciplines, e.g. law, political science, philosophy, anthropology, human geography, management studies, history or computer sciences, preferably a completed doctoral degree or equivalent;
- Required knowledge includes data management and/or designing research collaboration platforms.
- Desirable is initial experience in doctoral program coordination. Prior knowledge of the German academic system is an asset;
- Fluency in English; knowledge of German is highly desired; additional languages are an asset.

Additional Information

We seek to realize equal opportunities, and encourage applications from interested individuals regardless of sex, gender identity, sexual orientation, disability status, ethnicity, religion, or belief. The Cluster has appointed an Equity and Diversity Steward and an Equity and Diversity Coordinator who will participate in the selection process.

Please upload your application by 5 January 2026 (cover letter, CV, copies of certificates) via the FAU online platform (refrain from sending applications by post or email). Interviews will take place in January/February 2026.

For questions about the Postdoc-program and/or your application, you may contact: Cluster's Executive Director, Dr. Robert Fischer (robert.fischer@fau.de).

Interessiert?

Die vollständige Stellenausschreibung sowie alle Infos zum Bewerbungsverfahren finden Sie hier:

