



The Social Neuroscience Lab of the Max Planck Society, located in the heart of Berlin, is seeking for a

**Project Coordinator in Psychology & Social Neuroscience (m/f/x)**  
**Fulltime (E8 – E9a according to the TVöD salary scale)**

Berlin, May 23, 2023

The position is part of the Social Neuroscience Research Group, scientifically headed by Prof. Dr. Tania Singer. The Social Neuroscience Lab investigates the foundations of human social behavior and in particular the developmental and hormonal mechanisms underlying social emotions such as empathy and compassion as well as social cognition and prosocial behavior. Furthermore, the focus is on the increase of resilience, mental health through stress reduction as well as plasticity research of the social brain through different types of mental training (app-supported mindfulness-based as well as dyadic approaches). The Social Neuroscience Lab is located in the heart of Berlin near the main train station ([www.social.mpg.de](http://www.social.mpg.de), [www.taniasinger.de](http://www.taniasinger.de)).

The successful candidate supports under supervision of the scientists all aspects of research in the field of developmental, biological and social psychology/neuroscience and within this framework the planning and implementation of a project to increase resilience, social skills and mental health in school and health care settings through multi-week online mental trainings in contemplative practices and especially in dyadic partner exercises. Here we are specifically targeting people such as teachers or doctors/nurses/medical students who are particularly at risk of suffering from burn-out or stress-related illnesses due to their profession. For this, an earlier successful project of the lab, the CovSocial project ([www.covsocial.de](http://www.covsocial.de)), which aimed at mental health and its strengthening through online mental training during the Covid19 pandemic, serves as inspiration.

**Your Tasks**

- Collaboration in the project under the supervision of scientists
- Coordination and organisation of all research-related matters and work processes of the working group, in particular acquisition, recruitment and support of participants such as teachers or doctors/nurses/medical students via telephone contact, e-mails and letters.
- Supporting the further development of an app by an IT company, as well as collecting and communicating faulty functions of the app for forwarding to expert support.
- Collaboration in the planning, development, implementation of the upcoming study as well as timeline supervision
- Organisation and supervision of testing phases
- Further project-related administrative and coordinative tasks

## Your qualifications

- Successfully completed relevant professional training as a psychological-technical assistant) or equivalent experience and knowledge (e.g. advanced training as a psychological-technical assistant or a Master's degree in psychology).
- Proven experience in research assistance and coordination, preferably in empirical psychological research
- Confident and friendly communication skills in dealing with adult research subjects
- Interest in working with teachers and children and in translational research.
- Interest in working with doctors, nurses, medical students
- Very good knowledge of the German language, both written and spoken
- Good knowledge of the English language, both written and spoken
- Very good knowledge of standard software (word processing, spreadsheets, databases, presentation software)
- Commitment, organizational skills, ability to work independently under scientific guidance, ability to work in a team, flexibility, careful and organized way of working
- High sense of responsibility
- Desirable: knowledge of psychological studies and interest in modern app-based experimental research

## Your application:

Please send us your complete application documents including a letter of motivation, CV in English or German, as well as three references by email to [job.application@social.mpg.de](mailto:job.application@social.mpg.de). Application review will continue until the position is filled. The position is based on the gross salary levels of the public sector (TVöD up to E9a) and for an initial duration of one year. Shortlisted candidates will be invited to Berlin, Germany or interviewed online. The position cannot be filled part-time.

The Max Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals. Furthermore, the Max Planck Society seeks to increase the number of women in those areas where they are underrepresented and therefore explicitly encourages women to apply.

