



Event & Marketing Manager (f/m/x)

CECAD Cluster of Excellence



Photo: Thomas Jösel

We are one of the largest and oldest universities in Europe and one of the most important employers in our region. Our broad range of subjects, the dynamic development of our main research areas and our central location in Cologne make us attractive for students and researchers from around the world. We offer a wide range of career opportunities in science, technology, and administration.

The Cologne Cluster of Excellence on Aging and Aging-associated Diseases (CECAD) aims to define the molecular and cellular mechanisms underlying the aging process as potential novel targets for prevention, early diagnosis, treatment of aging-associated diseases and to foster healthy aging. To establish the new platform "Science Communication, Public Relations, and Visibility," a team of three part-time positions with different areas of responsibility will be set up at the CECAD office.

Please also note the job postings TUV2511-11 and TUV2511-12.

YOUR TASKS

You

- » are responsible for planning, organizing, and supporting central CECAD events of different sizes for various target groups, including event acquisition and promotion
- » collaborate cross-functionally with other internal and external staff responsible for design, communications, service provision during these events
- » develop and implement marketing concepts aimed at improving and strengthening CECAD's visibility and communication strategy, including analyzing events and making recommendations for improving the marketing strategy
- » manage team-related procurement processes ensuring cost-effectiveness and oversee the corresponding budget
- » provide support to team members and the CECAD Central Office in the execution of major central projects and overarching organizational tasks

YOUR PROFILE

- » You have a completed degree as Eventmanager or an equivalent qualification
- » You have experience in organizing and executing events, including developing event concepts, schedules, budget management, coordinating procurement and logistics, and contract negotiations
- » You have experience in designing and monitoring marketing and advertising campaigns, as well as analyzing event performance to create recommendations for improvement of events and marketing strategies

- » You have an independent, structured and detail-oriented way of working combined with excellent communication skills and proficiency in written and spoken English and German
- » You would like to work in a scientific environment and are interested to transfer CECAD's research and support our community

WE OFFER

- » A varied range of tasks with involvement in central and decentralized structures of the University and University Hospital of Cologne
- » A diverse working environment with equal opportunities
- » Support in balancing work and family life
- » Extensive advanced training opportunities
- » Occupational health management offers
- » Flexible working time models

The University of Cologne promotes equal opportunities and diversity. Women will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from all suitable candidates regardless of their gender, nationality, ethnic and social origin, religion, disability, age, sexual orientation and identity.

The position is available immediately on a part-time basis (19,92 hours per week). The position is to be filled for a fixed term until 31.12.2032. If the applicant meets the relevant wage requirements and personal qualifications, the salary is based on remuneration group 11 TV-L of the pay scale for the German public sector.

Please apply online with proof of the required qualifications without photo under: <https://jobportal.uni-koeln.de>.

The reference number is TUV2511-10. The application deadline is 31.12.2025.

For further inquiries, please contact Dr Sibylle Grandel (sgrandel@uni-koeln.de).

