



Project and Office Coordination Specialist (f/m/d) Central Office

Center for Social and Economic Behavior (C-SEB)



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 Center for Social and Economic Behavior (C-SEB), a Key Profile Area (KPA) at the University of Cologne (UoC), brings together world-renowned Cologne-based researchers from the fields of economics and psychology. In close cooperation with scientists from Europe and the USA, they investigate the basic principles of social and economic behavior.

Further information can be found at: c-seb.de/en/.

YOUR TASKS

- » Conceptual and organizational support for workshops, meetings, and international events, including documentation
- » Coordination of travel, rooms, accommodation, and service providers
- » Independent processing of inquiries and correspondence with international partners, guests, and members in German and English
- » Planning, coordination, and management of administrative processes in the Central Office
- » Assistance with applications and funding projects, including coordination of submissions
- » Preliminary review of the use of funds and preparation of statements of account, overviews, or proof-of-use documentation
- » Preparation of minutes, resolutions, and documentation with independent responsibility for tasks within the assigned area
- » Coordination, guidance, and supervision of student assistants
- » Maintenance and updating of digital content, website, and archive; digitization and structured filing

YOUR PROFILE

- » University degree or comparable qualification
- » Several years of experience in administration, project and event coordination, ideally at universities or research institutions, is desirable
- » Confident use of digital tools for information and data management, e.g. MS Office 365 (Excel, Outlook, PowerPoint), TYPO3, WordPress or comparable systems

- » Very good written and spoken German and English skills (at least CEFR Level B2)
- » Advanced organizational skills, personal responsibility, and proactive communication

WE OFFER

- » Working in an international, scientific environment
- » 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 (15,93 hours per week) and is to be filled for a fixed term until 31.12.2031. If the applicant meets the relevant wage requirements and personal qualifications, the salary will be 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 a photo under: <https://jobportal.uni-koeln.de>. The reference number is TUV2601-11. The application deadline is 26.02.2026.

For further inquiries, please contact Dr Claudia Töpper-Ko (c-seb@uni-koeln.de) and take a look at our [FAQs](#).