Scientific Coordinator for the Superti-Furga Lab (m/f/d)

Apply now

The Cori Institute of Molecular and Computational Metabolism is a new research institute of the Austrian Academy of Sciences, being established in Graz in close partnership with the University of Graz, the Medical University of Graz and Graz University of Technology. Its mission is to decode, model and engineer human metabolism and its interaction with the environment, bringing together experimental biology, medicine, computation, AI, engineering and translational thinking.

This is a rare opportunity to help build a scientific community from the very beginning. The Cori is not yet a finished institution with fixed routines, inherited habits and established hierarchies. It is a new place being created almost from scratch: its scientific culture, recruitment standards, internal processes, collaborations, meeting formats, training philosophy, communication style and institutional identity are still being shaped.

We are therefore looking for an exceptional

Scientific Coordinator- Superti-Furga Lab (m/f/d)

Full time (40h/week)

We are looking for a scientific coordinator with a strong passion for scientific writing, communication, planning and organization. This position is ideal for a PhD-level scientist looking to play a crucial role in supporting cutting-edge. You will work closely with the Scientific Director and his group members to acquire and manage third-party funding, perform administrative tasks, and coordinate communication with international collaboration partners from academia and industry as well as institute stakeholders.

Your Responsibilities

- Organize and help shape lab meetings, retreats, scientific visits. Support the distribution of tasks, responsibilities and information across the team.
- Support in writing and developing research grants, including drafting compelling narratives, preparing figures, and designing scientific illustrations.
- Help manage the Scientific Director’s scientific agenda, priorities, meetings, follow-ups, deadlines and information flow.
- Contribute to identifying potential funding opportunities and support the development of research proposals.
- Manage reporting for existing grants, ensuring compliance with funding agency requirements.
- Be involved in Budget planning
- Serve as a central contact point for both internal lab matters and external partners, ensuring clear and consistent communication.

- Support organization of scientific events including conferences.
- Coordinate and maintain international collaborations with academic and industry partners, supporting joint research activities and project execution.
- Assist incoming PhD students and postdocs with fellowship applications
- Support recruitment processes, including managing correspondence with PhD/postdoc applicants and organizing interviews.

Your Profile

- PhD in life sciences, biomedical sciences, molecular biology, systems biology, metabolism, computational biology, chemical biology or a related field, with prior experience in grant writing, compiling scientific manuscripts, or other domains of scientific communication.
- Experience in project management is a plus.
- Strong organizational and coordination skills, with experience managing research collaborations and academic/industry partnerships.
- Experience preparing scientific figures and illustrations, using tools such as Adobe Illustrator, or similar software.
- An ability to multitask effectively and work in a fast-paced, interdisciplinary environment.
- Excellent interpersonal and teamwork skills, with the ability to collaborate effectively across academic and industry partners.
- Excellent English communication skills (written and verbal).
- A proactive and self-motivated mindset, with the ability to work independently while supporting a larger research team.

Our Offer

- A unique opportunity to co-build and co-lead a new international research institute
- Significant autonomy and responsibility in a founding phase
- A purpose-driven, dynamic, interdisciplinary, and international environment
- The opportunity to define a new model for research organisations
- Partner and collaborate with top scientists and future leaders
- Competitive salary in the range of €5.400-00-5.800 EUR gross per month paid 14 times, based on qualification and experience, and benefits package
- Support for relocation to Graz is provided

Application

The Cori Institute and the Austrian Academy of Sciences are committed to equality of opportunity, diversity and an inclusive working environment. Applications from qualified candidates of all backgrounds are welcome. We especially encourage applications from candidates who will contribute to the diversity of the institute.

Applications should be written in English and include a curriculum vitae with publication list, a short motivation letter, a brief statement of relevant scientific experience and interests, and the names and contact details of two or three referees.

Please apply using the following link: https://cori-institute.onlyfy.jobs/job/fbe0v8uq

Application received before July 31 will be accepted.

Additional information

City	**Graz**
Position type	**Full-time employee**
Start of work	**01.09.2026**

Responsible

Memo Mokhles

Apply now