



Position Announcement:
Director of Graduate Programs in Environment and Society (full-time)

[The Rachel Carson Center for Environment and Society \(RCC\)](#) at Ludwig Maximilian University in Munich (LMU Munich) is looking for a Director of Graduate Programs in Environment and Society. The RCC has two structured graduate programs: a Master's level certificate program in Environmental Studies and a doctoral program in Environment and Society. Together these create a community of more than a hundred graduate students from a range of disciplines and backgrounds.

The Director of Graduate Programs is responsible for:

- recruiting and supporting Master-level students;
- managing the admission process for both programs;
- developing curricula and teaching Environment and Society course components ;
- liaising with university professors and environmental practitioners;
- maintaining student records, managing budgets, and updating websites;
- leading excursions and residential workshops (field seminars, film seminars, etc.);
- publicizing and advocating for the programs in Munich and beyond.

The candidate must hold a doctoral degree in a humanities or social sciences discipline and have demonstrable research experience within the broad area of Environment and Society. Experience of teaching and coordinating academic programs and a high level of fluency in both English and German are required, as are organizational abilities and strong leadership skills. Applicants should enjoy working with colleagues of diverse cultural backgrounds, be able to balance multiple assignments, and meet tight deadlines: prior experience of grant-writing would be welcomed. Candidates who wish to pursue their own academic research will have some limited possibilities for this and will have access to the excellent libraries at LMU Munich and the Bavarian State Library.

The position is a full-time (40.1 hours a week), primarily in-house, service position. There is some flexibility in the way the position is organized: applicants interested in part-time or job-sharing arrangements are encouraged to apply. The position begins on 15 January 2019 or as soon after as is feasible, and the initial contract will be for two years with a possibility of renewal. The RCC offers an attractive compensation packaged based on the tariff contracts for public service, level TVL 13 (commensurate with experience) and 30 days paid vacation. Working hours are flexible, and the RCC offers a family-friendly working environment. The RCC can also assist, if necessary, with work permits and visas. As the candidate will be a state employee, s/he is required to have German health insurance and to make contributions to the German tax and social welfare system. We especially seek applications from qualified individuals with disabilities and welcome applications from women.

To apply, please send your cover letter, CV, writing sample (max. 5 pages) and the contact information of two references in **one pdf file** with the subject "Director of Graduate Programs" to RCC managing director Dr. Arielle Helmick via email arielle.helmick@lmu.de by 23 November 2018. We will accept applications in English or German. Interviews will take place at the end of November or in early December.