

Scientific collaborator

80%-100%

The sitem-insel School aims to promote researchers and train specialists in the fields of translational medicine and biomedical entrepreneurship.

The scientific collaborator contributes to the development and organization of events and courses organized by the sitem-insel School in collaboration with the program coordinators. The position requires a regular interaction with outside scientific experts, but also with internal staff and participants of our School programs.

The scientific collaborator will be in charge of coordination of courses and scientific events and is expected to work closely with scientific experts on the development and update a.o. of the scientific content of the courses of the international MAS «AI in Medical Diagnostics (AI)» offered by the School. The position is limited to 1 year.

Tasks

- Design of e-learning courses (concept, type of activities, content) in collaboration with lecturers
- Design and improvement of new Moodle courses (first phase structure, set up of quizzes, pages in CMS)
- Setup of the enrolment of students in CMS and Moodle
- Preparation of video podcasts including embedding in Moodle
- Setup of course material (videos, slides from lectures)
- Support of tutors
- Support in the promotion of the sitem-insel School

Requirements

- Master's degree, preferably in engineering, computer science, also possible life science, medicine
- A strong interest in administrative related tasks such as project management and coordination
- Ability to handle multiple assignments and tasks independently and interact with all organizational levels
- Capability to work in a very dynamic environment
- Communications skills
- Fluent in English, basic knowledge in German
- Ideally experience in CMS and LMS software
- Ideally experience in e-learning

We offer

- an exciting job and diverse activities in an academic environment
- attractive workplace in the new sitem-insel building at Freiburgstrasse 3 in Bern

Contact

Please submit your application documents until 18.09.2020 to school@sitem.unibe.ch. For questions please contact Jennifer Fischer (Jennifer.fischer@sitem.unibe.ch, Tel: 031 664 64 00).