

Scientific Collaborator

Medical Device Regulatory Affairs and Quality Assurance, 60 %

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 courses and events organized by the sitem-insel School in collaboration with the program coordinators and module leaders. 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 mainly be in charge of the scientific/technical coordination of the MAS/DAS Medical Device and Regulatory Affairs courses, organisation of scientific events in RA and QA and is expected to work closely with module leaders on the development and update a.o. of the scientific content of the courses. The position is limited to 1 year and start immediately or upon mutual agreement.

Tasks

- Design of content and structure of the MDRQ e-learning courses (concept, type of activities, content) in collaboration with module leaders and 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 or PhD degree, preferably in engineering, life sciences or related fields, preferably with previous experiences in Regulatory Affairs and/or Quality Assurance
- A strong interest in RA and QA related topics
- 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
- Strong 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 3010 Bern

Please submit your application documents until 21 May 2021 to school@sitem.unibe.ch.

For questions please contact Jennifer Fischer: jennifer.fischer@sitem.unibe.ch or phone 031 664 64 00.