



SUSANNE MIEDL

Projectmanagement

CONTACT



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MAIN TASKS

- Administrative tasks in the application process and implementation of national and international third-party funded projects, including cooperation with the scientific project managers
 - For non-scientific, coordinative and organisational tasks, preparation, distribution and updating of documentation of communication and work processes within the section and within the planned/existing research networks.
 - Planning of human resources and career development, as well as the preparation of recruitment and dismissals for all employees of the department (temporary scientific staff as well as student or research assistants financed by third-party funds or positions)
 - Organization and implementation of scientific events, including telephone and video conferences, as well as in-person meetings
 - Commercial controlling of cost centers and projects
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