



## Scientific Project Coordinator in Open-Source AI at the Tübingen AI Center (E13 TV-L; 75%)

### We're Hiring!

The [Tübingen AI Center](#) is seeking a **Scientific Project Coordinator (m/f/d; E13 TV-L; 75%) for [OpenEuroLLM](#)**, a new European AI initiative that is dedicated to creating open-source, trustworthy foundation models and building a strong community around this vision. At the Tübingen AI Center, you will have the opportunity to help shape the future of “AI made in Europe” as part of a dynamic, interdisciplinary and supportive team.

### About OpenEuroLLM

Funded by the European Union's **Digital Europe Programme**, the project *OpenEuroLLM* aims to position Europe as a **global leader in open and responsible AI** by creating a **family of Large Language Models (LLMs)** that are open, accessible, and aligned with Europe's regulatory and ethical frameworks. Led by a consortium of 20 partners, the project combines world-class expertise from academia, industry, and open-source communities to provide a high-performing digital infrastructure for industrial and public service applications.

Alongside its scientific goals, OpenEuroLLM emphasizes the importance of developing a **strong community** around the development and application of these foundation models to ensure their broad accessibility and adoption. The Tübingen AI Center will lead the community-building efforts, engaging with a wide range of stakeholders to guide and collaborate on OpenEuroLLM's open-source mission.

### Key Responsibilities

- **Community Development and Coordination**
  - Establishing a framework for community-building activities among diverse stakeholders to support the development and adoption of the open-source models
  - Coordinating feedback from project partners and public and private sectors (e.g. open-source community, industry, SMEs, HPC networks and policymakers)
  - Coordinating strategic advice from an international board of AI experts to ensure high-level alignment with existing communities and initiatives
  - Organizing workshops, social events and communication channels to foster a cohesive network
  - Developing and disseminating content for a wider audience (e.g. social media, outreach, policy briefings)
- **Project Management and Administration**
  - Managing and overseeing all aspects of the EU project work package, including work package deliverables, finances and administration



- Liaising with project partners and overseeing the progress made by the collaborators of this work package
- Documenting relevant statistics and creating project status reports
- Representing the project in meetings, conferences and public relations activities

## Qualifications and Experience

- Advanced degree (MSc or PhD) in a relevant field
- Strong written and verbal command in English and German (C1 level or higher)
- Candidates should meet several of the following competencies:
  - Experience in EU project management, finances and reporting, or other university-associated third-party funding administration
  - Experience in establishing networks and managing multi-stakeholder environments
  - Strong communication and organizational skills, with an ability to work effectively across diverse teams and cultures
  - Aptitude for creating the project's representation (e.g. web content, newsletters)
  - Experience in managing complex, multi-centric projects, ideally with a focus on AI, research or technology innovation
  - Experience working with European research ecosystems and collaborative networks
  - Familiarity with or interest in learning about responsible AI and open source development

## What We Offer

We offer an exciting position in science management in a collaborative environment and field of profound societal significance. At the Tübingen AI Center, you will collaborate closely with a diverse team of researchers, students and professionals, all dedicated to advancing open-source and responsible AI development. Join us in shaping the future of “AI made in Europe”!

Compensation is based on the public service sector's collective agreement (TV-L), including comprehensive social benefits and a public transportation subsidy. We offer a development and training program, and the possibility for flexible working hours, taking individual circumstances into account. The position is offered on a fixed-term basis until the project end (31.01.2028).

The University of Tübingen is committed to equal opportunity, diversity and inclusion. Applications from equally qualified candidates with disabilities will be given preference. The employment is carried out by the central administration of the University of Tübingen.

## How to Apply

Applications (cover letter, CV, and relevant certificates) should be sent in a single PDF to [applications@tuebingen.ai](mailto:applications@tuebingen.ai) by 03.03.2025. Please use the subject line “**Application: Scientific Project Coordinator OpenEuroLLM**”.

Informal enquiries may be addressed to [applications@tuebingen.ai](mailto:applications@tuebingen.ai).