

## CUSTOM-MADE RESEARCH INSTRUMENTS

No two research projects are alike. When highly-specialized scientific questions need to be answered, standard off-the-shelf research instruments are often not enough. This is where our expertise comes into play: the Engineering & Design department and the Mechanical Workshop work in close cooperation to construct custom-made instruments and components to fit your scientific project.

Our highly-skilled department is made up of experts from many different fields. This enables us to work quickly and flexibly to put together a team which best suits your needs.

We specialize in technical support and the production of design calculations, prototypes, precision drives, sample holders, pressure cells, vacuum components and adjustment devices. For these purposes, we have an innovative range of equipment and devices at our disposal with which we can work with unusual materials, for example carbides, ceramics and glass, as well as special soldering and welding techniques.

**Together we will find the right solution!**

## SCIENTIFIC IT SYSTEMS

From laptops to supercomputers, from instrumentation software to computer simulations – ensuring an optimal IT infrastructure for science is our priority. We plan and acquire hard- and software with strategic considerations in mind and in close cooperation with our users from science and technology.

Visualizations illustrate scientific data and facilitate their evaluation – simulations are, next to theory and experimental work, the third “pillar” upon which scientific research depends. We can advise you on the selection, modification and use of suitable programs, develop innovative software solutions and produce high-performance graphics applications.

When it comes to questions or problems with the Linux operating system, Mac OS X or applications programs, from image processing to the LaTeX typesetting system, we are ready to help. In addition, you can contact us for matters concerning network infrastructure and IT security, which we handle in cooperation with Forschungszentrum IT specialists, as well as for the allocation of user resources to employees and guests for computers in the cluster environment.

**You can count on us!**

## CAREER OPTIONS:

- Dual Curriculum Bachelor of Arts Business Administration and Office Management (IHK)
- Dual Curriculum Bachelor of Science in Applied Mathematics and Informatics and Mathematical Technical Software Developer (IHK)
- Industrial Technician in Precision Engineering
- Office Management

**We also supervise student research, Bachelor and Master’s projects. We look forward to receiving your application!**

## CONTACT

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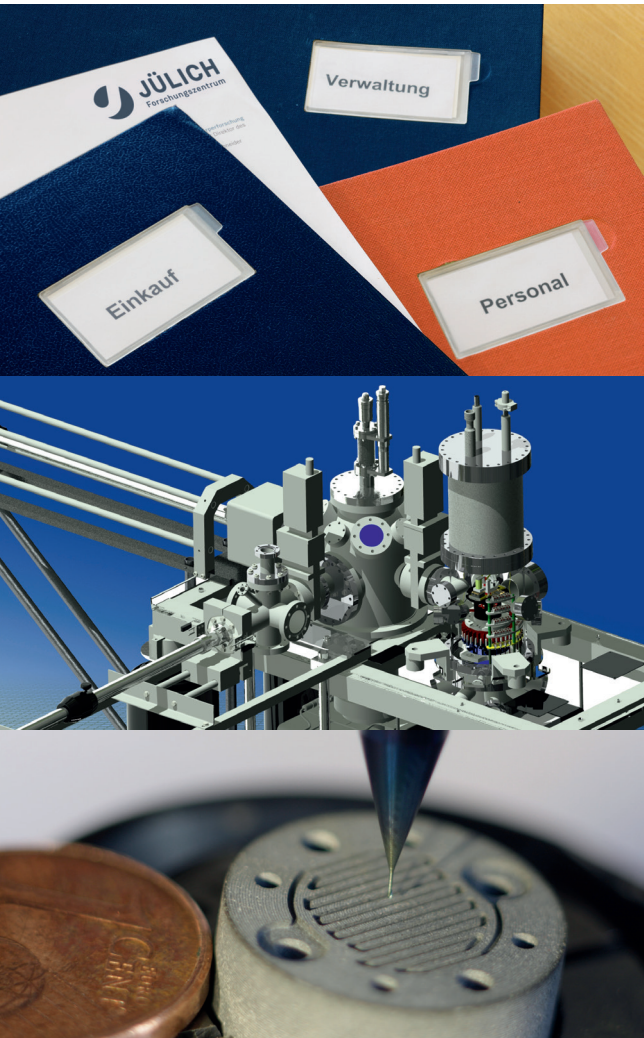
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## HAND IN HAND WITH SCIENCE

**Technical & Administrative Infrastructure PGI/JCNS-TA**  
Services and Contact

Member of the  
Helmholtz Association





## ABOUT US

We work hand in hand with science. In our role as consultants and technology providers, we develop innovative and customized solutions to meet your needs. Our experienced multidisciplinary team is committed to providing a quick, flexible and reliable service.

The staff of the Technical Services and Administration department support researchers at the Peter Grünberg Institute (PGI-1, 2, 4 – 8, 11), the Jülich Centre for Neutron Science (JCNS), the Ernst Ruska-Centre for Microscopy and Spectroscopy with Electrons (ER-C), the Institute of Complex Systems (ICS-1, 2, 3) and the Institute for Advanced Simulation (IAS-1, 2, 3) in their work – in a timely and efficient manner. In addition, we also offer services to third parties. True to our motto “Good infrastructure for good science”, we aim to optimize procedures, even across institutes, to best suit the needs of our clients.

**Let us know how we can help you!**

## PEOPLE ARE PARAMOUNT

Well-trained and motivated staff are the basis for success in the work place. If you have any questions concerning employment contracts for scientists, postgraduate students, scholarship holders, technicians, student assistants and other employees, you can always rely on our expert knowledge. We are happy to help you in your search for new personnel, for example, in writing job advertisements and choosing suitable advertising media. In addition, we have years of experience in providing sustainable personnel development and planning to fit your requirements.

**Let’s work together!**

## RESOURCES AND FINANCIAL AFFAIRS

Do you need a new instrument or material for an experiment? Would you like to furnish an office or commission a service provider? Then we are the right partner for you! We procure goods and services according to Forschungszentrum guidelines and can advise you on larger projects with regard to suitable procurement procedures. We can also help you organize transportation and shipping within the campus and beyond.

With regard to financial affairs, we are there to provide you with assistance and advice. We support the annual budget planning in individual institutes, monitor spending, and oversee third party funding. Other responsibilities include handling administrative matters relating to our facilities, instruments and stock, as well as undertaking the annual inventory and managing stock records of precious metals.

**How can we help you plan your project?**

## SAFETY FIRST

Our aim is to ensure your safety in the work place. We achieve this through measures to prevent accidents and health risks at work in compliance with the German Occupational Safety and Health Act.

We organize, for example, regular compulsory safety seminars, workplace inspections, and safety checks on equipment and laboratories. For employees working in radiation-monitored areas, we ensure that a regular cycle of health checks are carried out and personal dosimeters are kept at the ready. Furthermore, we are also responsible for matters regarding Facility Management and the organization of keys for laboratories and offices.

**Your safety is our priority!**



## IT’S ALL ABOUT COMMUNICATION

Success in funding a project, a publication in a high-ranking journal, or a novel research instrument – there are lots of different occasions where news coverage is appropriate. Our science communications group will help you to formulate your message and ensure it reaches your target audience.

Our services cover developing and implementing communication concepts, such as producing a brochure or a film, as well as the creation and editing of German and English texts, the administration of institute web pages, and support with organizing events.

**How can we help you reach your target group?**

## RESEARCH FUNDING AND COLLABORATIONS

There are many research funding programmes available. We can help you to identify EU funding options that match your research interests. In order to support you in successfully submitting and processing a project application, we offer information, training and coaching as well as administrative support. Our services also include the administrative support of scientific collaborations focusing on Russia.

**We can guide you through the maze of research funding programmes!**

