

The TUM SEED Center for Sustainable Energies, Entrepreneurship and Development at the Technical University of Munich (TUM) aims at offering higher education at the intersection of sustainable energies and entrepreneurship and conducting research to contribute to the 2030 Agenda for Sustainable Development (www.seed.tum.de). The TUM SEED Center is funded by DAAD and collaborates with eight leading technical universities in the Global South, including Bahir Dar University (Ethiopia), Bandung Institute of Technology (Indonesia), Indian Institute of Technology Bombay (India), Jomo Kenyatta University of Agriculture and Technology (Kenya), Kwame Nkrumah University of Science and Technology (Ghana), Makerere University (Uganda), Namibia University of Science and Technology (Namibia), and Pontificia Universidad Católica del Perú (Peru). Throughout the year, TUM SEED Center organizes various events to promote academic exchange, among others, the International Summer School, which will take place from 8 until 19 July 2024, is offered in collaboration with TUM School of Management. Your main task will be

TUM SEED Center is looking for:

Student Assistant m/f/d (8 hours per week)

The position will start as soon as possible until 31 December 2024 (with the possibility of prolongation).

Your tasks include:

- Support the planning, organization, and implementation of the International Summer School 2024 (July 8-19, 2024)
- Support the planning and organization of research workshops, seminars, and conferences
- Coordinate travel arrangements and logistics for researchers and summer school participants, including flights, accommodation, and visas
- Act as a point of contact for workshop participants, providing information and assistance
- Help with the planning and execution of research excursions and field trips
- Collaborate with the TUM SEED team on various administrative tasks as needed

Your profile:

- Currently enrolled as a bachelor or master's student at TUM, ideally with an interest in sustainable entrepreneurship, sustainable energies and development with a special focus on the Global South
- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- Excellent written and verbal communication skills in English, German is considered an asset
- Proficiency in Microsoft Office
- Self-motivated, responsible, and able to work independently

- Willingness to learn and take on new challenges
- Driving license
- Availability during the International Summer School

We offer:

- A flexible work schedule that can accommodate your academic commitments
- A unique opportunity to be part of a dynamic and impactful team working on global challenges
- The chance to meet and interact with people from all over the world
- The chance to develop valuable project coordination and event planning skills
- Place of work directly at the Munich Campus and in Weihenstephan
- Salary according to TV-L

TUM strives to increase the proportion of women. Qualified women are therefore particularly encouraged to apply. Severely disabled persons will be given preference if their suitability and qualifications are essentially the same.

Application

We look forward to receiving your application by e-mail (cover letter, curriculum vitae, certificates, references) in a pdf file no later than February 29, 2023 to Ms. Katharina Eichinger (katharina.ke.eichinger@tum.de) and Lara Knödler (lara.knoedler@tum.de), Technische Universität München, TUM SEED Center, Alte Akademie 14, 85354 Freising, Germany. For more information relating the TUM SEED Center you can visit the webpage: www.seed.tum.de or LinkedIn profile <https://www.linkedin.com/company/tum-seed-center/>.

Data Protection Notice

When applying for a position at the Technical University of Munich (TUM), you submit personal data. Please, note our data protection information in accordance with Article 13 of the General Data Protection Regulation (DSGVO) regarding the collection and processing of personal data in the context of your application. By submitting your application, you confirm that you have taken note of the TUM's data protection information.

TUM SEED Center is funded by:

