

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).

TUM SEED Center is looking for:

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

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

Your tasks include:

- Support the planning and organization of research workshops, seminars, and conferences
- Coordinate travel arrangements and logistics for researchers, 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 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

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 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 October 30, 2023 to Ms. 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:

