The Institute for Ethics in Artificial Intelligence (IEAI) at the School of Social Sciences and Technology at the Technical University of Munich is looking for outstanding applicants for the position of Office, Program and Event Manager (m/f/d)

Role: Office, Program and Event Manager (m/f/d)
Institution: TUM Institute for Ethics in Artificial Intelligence (IEAI) at School of Social Science and Technology at the Technical University of Munich
Date of appointment: as soon as possible
Application deadline: 01.08.2023, applications will be evaluated on a rolling basis.
Remuneration group: TV-L E 8

Duration: The position is available as 50%-75% position. The position is initially for one year, with the possibility of further extensions.

Description:
The position is under the direct supervision of the Director and the Executive Director of the IEAI and includes, in particular, the following tasks:

Performing administrative assistance tasks relating the organization of the IEAI office. This includes tasks related to both the research profile of the institute and TUM human resources, to be conducted with a high degree of self-reliance and independence. The tasks include:

- financial duties, handling of external funding, administrative assistance with setting up cooperation agreements, paying bills, gathering and preparing paperwork for new employees, communicating with external contacts to schedule meetings, dealing with scheduling and press inquiries, editing, proofreading and writing texts in English and German, incl. correspondence with external institutions, IEAI newsletters, and website content (non-scientific support for posting research output, e.g. design, formatting and proof-reading of scientific publications).

Additionally the position includes management of various events, incl. IEAI Speaker Series, workshops and help with The Responsible AI Forum 2023. Task include working with IEAI staff and potential speakers on event logistics (travel and space reservations) and working with team to set up for and advertise the events on the IEAI website.

Your profile:

You have a background education and experience in administration and program management and/or event management; experience in university or other public administration is an advantage but not required. You are fluent in German and English, both spoken and written. You have excellent organizational and coordination skills and have experience in organizing events and/or working in a complex institutional administration/environment. You demonstrate an excellent level of commitment, high flexibility, resilience and team orientation.

Computer and Program Skillset:
• Office Suite at a high proficiency level
• Basic SAP skills
• WordPress
• Basic design and/or video editing skills are an advantage

What we offer:
Remuneration is in accordance with the German state regulated public service salary scale, based on applicant’s experience (Level TV-L E 8). TUM aims to increase the proportion of women and therefore, particularly welcomes applications from qualified women. Applicants with severe disabilities will be given priority consideration given essentially comparable suitability and qualifications. The IEAI operates predominantly in English; therefore, a high proficiency in English is essential. As the administration is predominantly in German, excellent German skills are required as well.

Application:

Please send your application (cover letter and CV) by electronic mail and preferably in one single pdf-document to ieai@sot.tum.de

Data Protection Information:
When you apply for a position with the Technical University of Munich (TUM), you are submitting personal information. With regard to personal information, please take note of the Datenschutzhinweise gemäß Art. 13 Datenschutz-Grundverordnung (DSGVO) zur Erhebung und Verarbeitung von personenbezogenen Daten im Rahmen Ihrer Bewerbung (data protection information on collecting and processing personal data contained in your application in accordance with Art. 13 of the General Data Protection Regulation (GDPR)). By submitting your application, you confirm that you have acknowledged the above data protection information of TUM.

Hinweis zum Datenschutz:
Im Rahmen Ihrer Bewerbung um eine Stelle an der Technischen Universität München (TUM) übermitteln Sie personenbezogene Daten. Beachten Sie bitte hierzu unsere Datenschutzhinweise gemäß Art. 13 Datenschutz-Grundverordnung (DSGVO) zur Erhebung und Verarbeitung von personenbezogenen Daten im Rahmen Ihrer Bewerbung. Durch die Übermittlung Ihrer Bewerbung bestätigen Sie, dass Sie die Datenschutzhinweise der TUM zur Kenntnis genommen haben.

Contact: ieai@sot.tum.de