

We are looking for a part time (50%, possible combination with role for 100%),

Team assistant (m/f/d) for the Chair for Design and Transdisciplinarity

About us

The Chair of Design and Transdisciplinarity is part of the TUM School of Engineering and Design (ED) and centrally located in the heart of Munich. We teach and research an approach to design that centers the responsibility and privilege designers hold to intentionally create outcomes that are not only desirable and functional but have societal value and consider regenerative impact. This requires a sophisticated understanding of systemic approaches, for participatory design, a reframing of power dynamics in design, and a focus on equitable outcomes. We aim to create **a space where wildly creative ideas for a hopeful future can emerge**, and to build capacity so these ideas can be operationalized and implemented. This is only possible through close collaboration with other disciplines. The context of TUM offers a unique opportunity to practice such transdisciplinary design with leading researchers and partners.

The Chair is led by Prof. Annette Diefenthaler who builds upon 20 years of experience practicing design and design research across many contexts in the industry.

The Technical University of Munich (TUM) offers an unparalleled environment for this endeavor as one of the world's top universities. Home to over 50,000 students, TUM is committed to excellence in research and teaching, interdisciplinary education, and the active promotion of promising young scientists. TUM benefits from the healthy mix of companies and startups of all sizes headquartered in the region. The university also forges strong links with companies and scientific institutions across the world.

Your qualifications:

- Completed **technical business education** or comparable qualification
- **Organizational ability:** You implement tasks in a pragmatic and goal-oriented manner
- **Detail orientation:** You process tasks with care and pay good attention to detail
- **Financial and accounting skills:** You process bookings reliably and maintain an overview of the financial system
- **Digital competence:** You can confidently handle MS Office applications (SAP knowledge is a great advantage) and are willing to work with various digital applications and platforms.
- **Communication skills and language skills:** You can communicate confidently in written and verbal **English and German** (the main language used at the Chair is English)

Your role:

The role of the team assistant is to provide organizational and administrative support to the Chair.

Tasks include, among others:

- **General organizational tasks**, including correspondence in German and English, appointment coordination, travel expense accounting, procurement, preparation and editing of documents)
- **Coordination and preparation of appointments** and events (conferences, workshops, project meetings)
- Support in the processing of **personnel matters** (recruitment formalities, business trips, job advertisements, staff support)
- **Accounting** and administration of budget and third-party funds in SAP R/3 (fund management, auditing and invoicing)
- Support in the **administrative management of third-party funded projects** and budget monitoring (documentation and proof of funds)
- Support in **teaching administration**, answering questions from students

*Opportunities
for Talents*

What we offer:

- A **part time position (50%)** at one of the most renowned universities in Europe. The position is initially for two years. It is possible, and also desired, to extend the term of the position. There likely is a **possibility for a full time position (100%)** by way of combining this role with a second role as team assistant of the Munich Design Institutes, which is also led by Prof. Diefenthaler.
- A **dynamic and inspiring working environment** in a success-oriented team
- Family-friendly conditions and the possibility of **flexible hours and home office**.
- The unique opportunity to **contribute to shaping** a thriving new Chair from the ground up (established 2023), leveraging the context of an established institution
- A commitment to creating an **environment of belonging** for members of our team and people we work with, regardless of their race, ethnicity, gender identity, sexual orientation, age, socio-economic status, physical ability or attribute, religion, national origin, or political belief
- An extraordinarily **robust professional development program** and a growing community of practice to support your career development journey
- Payment will be based on the Collective Agreement for the Civil Service of the Länder (TV-L/E6)
- **The position will be based in the city center at TUM's main campus.**

TUM strives to raise the proportion of women in its workforce and explicitly encourages applications from qualified women.

The position is suitable for disabled persons. Disabled applicants will be given preference in case of generally equivalent suitability, aptitude and professional performance.

Application

We look forward to receiving your complete documents (letter of motivation, CV, names for potential references) via e-mail **in a single PDF file** (max. 8 MB) **no later than January 20, 2025** at **application.dat@tum.de**.

Please note that this is a part of multiple job postings at the institute.

As part of your application, you provide personal data to the Technical University of Munich (TUM). Please view our privacy policy on collecting and processing personal data in the course of the application process pursuant to Art. 13 of the General Data Protection Regulation of the European Union (GDPR) at <https://portal.mytum.de/kompass/datenschutz/Bewerbung/>. By submitting your application you confirm to have read and understood the data protection information provided by TUM.

Chair for Design and Transdisciplinarity

Technische Universität München

Prof. Annette Diefenthaler

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