Professorship of Efficient Algorithms / Professorship of Data Engineering
TUM School of Computation, Information and Technology
Technical University of Munich

The TUM School of Computation, Information and Technology (CIT) is looking for full-time (100%) or part time (min. 50%) positions at the TUM Campus Heilbronn at the earliest possible date,

Team Assistants (m/w/d)
(CIT2025-15)

About us

The Technical University of Munich is one of the best universities in Europe. It is characterized by top performance in research and teaching, interdisciplinary and talent promotion. It also has strong alliances with companies and scientific institutions around the world. TUM is one of the first three universities of excellence in Germany. On the initiative of the Dieter Schwarz Foundation, the Technical University of Munich (TUM) is expanding the TUM Campus Heilbronn with teaching and research activities of the CIT through a project initially planned for 30 years. The focus is on information engineering, a key component of digital transformation. In addition to the activities of the TUM School of Management, thirteen computer science professorships will be located on the new TUM Campus Heilbronn to train young talent in one of the most innovative high-tech regions in Europe.

Requirements

We are looking for people who already have experience in administrative processes - preferably in the university sector - and / or have completed commercial training. In addition, we are looking for people who work in a careful, service-oriented, structured and efficient manner and enjoy being part of a team. We expect them to be confident and experienced in using MS Office and have a good command of written and spoken German and English. They should be willing to contribute flexibly to our institute, which is currently being established, and enjoy communicating with international staff and students.

Your tasks

- You will carry out administrative activities independently in the area of chair administration.
- You will support the administrative management of third-party funded projects and budget monitoring.
- You will support the organization and processing of study and examination matters.
- You will coordinate the chair's student and research assistants.
- You will carry out travel planning and prepare invoices.
- You will organize and support the implementation of events (e.g., conferences and workshops).

We offer you

- a permanent position,
- remuneration for employment within the TV-L (up to EG 6),
- an additional pension provided by the federal and state pension scheme,
- personal and professional training programs,
- a job in the environment of an innovative and diverse university,
- the opportunity to work partly from home (*Home office*), and
- a modern working environment and an excellent working atmosphere.

Professorship of Efficient Algorithms / Professorship of Data Engineering
TUM School of Computation, Information and Technology
Technical University of Munich

TUM was the first German university to sign the Diversity Charter, and we welcome applications from people who share these values.

The university aims to increase the proportion of women. Qualified women are therefore strongly encouraged to apply. The position is suitable for severely disabled people. Applicants with severe disabilities will be given preference if their suitability, qualifications and professional performance are otherwise essentially equal.

Application

We look forward to receiving your detailed application. Please send it by e-mail in a **single PDF Document** with the reference number **AZ: CIT2025-15** no later than **28.05.2025** to **jobs@cit.tum.de**.

Technical University of Munich
School of Computation, Information and Technology
School Office – Service Personnel
z. Hd. Frau Alexandra Quasthoff
Boltzmannstr. 3
85748 Garching

If you have any questions about the position, please contact Bettina Dammenhain, 07131 26418920, bettina.dammenhain@tum.de or Professor Maribel Acosta – Maribel.acosta@tum.de

Data protection

As part of your application for a position at the Technical University of Munich (TUM), you will be submitting personal data. Please refer to our privacy notice in accordance with Article 13 of the General Data Protection Regulation (GDPR) at **http://go.tum.de/554159** 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 privacy notice.