

We are looking for an interested and passionate student (m/f/d) as a

HiWi for Excel Trainings

About us

The Chair of Operations Management (Prof. Dr. Rainer Kolisch) – part of the Department of Operations & Technology at TUM School of Management at Technical University of Munich – conducts research in operations management using operations research methods. Current topics include operations management at airports and in hospitals, process planning in configure-to-order production, scheduling, and routing.

Your qualification

- You have acquired good Excel skills e.g. through your own participation in Excel basic training, internships, working student job or project studies.
- You are a good communicator and enjoy passing on your knowledge.

Tasks

Conduct introductory training on MS Excel, and revise course material.

The training sessions are one day each, held on campus or via video conference, in English. Per session there are up to 25 students participating. Approx. 70% of the time participants work independently on provided exercises.

Topics of the training include:

- Basic operations, and commands
- Keyboard shortcuts
- Cell and Workbook Protection
- Importing, consolidation, sorting, and filtering of data
- Formatting, and conditional formatting
- Key functions e.g. IF, VLOOKUP, INDEX, MATCH
- Pivot tables and charts
- Diagrams

Ideally, you also contribute to the upcoming, major revision of the training materials (exercise instructions and files), and you are eager to hold training sessions for at least three semesters.

Offer

- You will deepen and strengthen your own skills and help fellow students to acquire important Excel skills.
- You will acquire proof of your elaborated skills and dedication for future job applications.
- Training session, familiarization time, preparation, and follow-up time are attractively compensated (TV-L).
- You will be able to give sessions relatively quick because foundational training material and concept exist.
- You can set the dates of the training courses flexibly in consultation with the chair.

Your application

Please attach one PDF including your CV, a current overview of your grades of bachelor's and master's studies, and a brief description of your Excel skills in bullet points (level, how acquired), and submit your application via e-mail to christian.grassmann@tum.de. We look forward to your application!

As part of your application for a position at the Technical University of Munich (TUM), you submit personal data. Please note our data protection information in accordance with Art. 13 of the General Data Protection Regulation (GDPR) on the collection and processing of personal data in the context of your application <https://portal.mytum.de/kompass/datenschutz/Bewerbung/>. By submitting your application, you confirm that you have acknowledged TUM's data protection information.