

To support our **ED International Team**, we are looking for a

Student Assistant

Starting 1 May 2025 or earlier for max. 5 hrs. per week.

About us

Organizationally, ED International is part of the School Office of the TUM School of Engineering and Design (ED). ED International provides services in all areas of internationalization, both for students and staff. In addition, ED International is involved in the development and maintenance of ED's global partner network and in the design of international teaching formats.

Requirements

- Good English skills, German skills advantageous
- Intercultural interest and communication skills
- Ability to work independently, responsibly and in a structured way
- Interest in working and participating in academic structures / committees

Tasks (in hierarchical order)

- Assist in the implementation and serving of a buddy program for incoming exchange students (students for students)
- Member of the TUM ED International Students-for-Students Service Center
- Communication and regular exchange with the International Team of the ED student council
- Support in the maintenance of the homepage and the wiki
- Help in the implementation of events in collaboration with the ED student council
- Assist in database maintenance and data management
- Support in the preparation of information materials and presentations

We provide

- Workplace flexibility
- Wide flexibility of working times, taking into account the requirements and your study situation
- Gaining experience in the international academic network
- Acquiring knowledge in the field of university structures and study management

Application

We look forward to receiving your application. Please send your CV and a short motivation of why you would like to work as a student assistant in the above-described position by 4 April 2025 to markus.eblenkamp@tum.de.

Technische Universität München

TUM School of Engineering and Design

Academic and Student Affairs

ED International

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