Vice-Rector for Academic and International Affairs

At the soon to be established Staff Unit Internationalisation, the position as Co-ordinator (Subject to personal qualification employees are remunerated according to salary group E 11 TV-L) will be available with a fixed-term contract lasting until 31 October 2019 (time limitation pursuant to TzBfG), to be filled at the next possible date. Balancing family and career is an important issue. The post is basically suitable for candidates seeking part-time employment. In the course of increasing activities and projects for the implementation of the internationalisation strategy of TU Dresden, a new structure will be founded through the establishment of the Staff Unit for Internationalisation. In particular, the tasks of the Staff Unit will include organising innovative internationalisation projects, acquiring third-party funding, networking those involved in internationalisation at TU Dresden as well as advising the University Executive Board.

Tasks:
- Supporting the head of the Staff Unit as well as organising and co-ordinating university-wide projects, in particular:
  - Developing and co-ordinating measures, programmes and projects for the implementation of the Internationalisation Strategy
    - Supporting the head of the Staff Unit by preparing application documents for projects and project plans
    - Continuing and developing established programmes in the context of the Institutional Strategy of TU Dresden
  - Managing internationalisation projects
  - Contributing to the further development of the Staff Unit’s tasks and profile
    - Participating in the further development of the Internationalisation Strategy and the orientation towards internationalisation
    - Preparing and following-up on strategic requirement analyses
    - Preparing proposed resolutions for the University Executive Board
  - Co-ordinating operational activities for international relations and partnerships

Requirements: In order to fulfil these tasks, you will have obtained a Bachelor’s degree for example in Business Administration or in the Social Sciences with a specialisation in Intercultural Management, International Relations or comparable, and you have already gathered first professional experience in the field of Internationalisation, ideally in the university or science setting. It is also an advantage if you have already been able to acquire knowledge in organisational development and in labour and administrative law or are willing to quickly familiarise yourself with these topics. In terms of your personal working-style, you are suitable if you are analytical and solution-oriented. Your commitment, your passion for working with people and your communication skills enable you to confidently present your ideas to various university members and partners of the university in both German and English. You find it easy to establish and to maintain networks with university members and non-university partners. Lastly, you are characterised by independence, openness and finding working in a small team appealing.

If you have any questions about the job profile, Dr Schaffer, Advisor to the Vice-Rector for Academic and International Affairs, will be happy to assist you at +49 351/463 42591 or
Applications from women are particularly welcome. The same applies to people with disabili-
ties.
If you think this profile describes you, we look forward to receiving your application prefera-
bly by email via the TU Dresden SecureMail Portal https://securemail.tu-dresden.de by send-
ing it as a single pdf document to prorektor.bildung@tu-dresden.de or alternatively to TU
Dresden, Prrektor für Bildung und Internationales, 01062 Dresden no later than
30.01.2018 (stamped arrival date of the university central mail service applies). Please sub-
mit copies only, as your application will not be returned to you. Expenses incurred in attend-
ing interviews cannot be reimbursed.