Vice-Rector for Academic and International Affairs

At the soon to be established **Staff Unit Internationalisation**, the position as

**Employee of the Staff Unit Internationalisation**

(Subject to personal qualification employees are remunerated according to salary group E 9 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 earliest 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 task 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 and co-ordinator of the Staff Unit as well as processing tasks for internationalisation, in particular:

- Managing the office of the Staff Unit Internationalisation
  - Providing initial information (by telephone, email, in person) on responsibilities, operating procedures and current states of affairs
  - Processing incoming and outgoing mail
  - Organising meetings and appointments
  - Implementing supplies procurement
  - Attending events of the Staff Unit Internationalisation

- Tasks concerning the realisation of internationalisation projects
  - Elaborating ideas and recommendations for the implementation and further development of measures and projects
  - Operational implementation of current measures and projects in the context of the Internationalisation Strategy of TU Dresden
  - Conducting research, compiling and preparing information, trends and approaches in internationalisation
  - Researching funding programmes and calls for projects

**Requirements:** In order to fulfil these tasks, you will have completed vocational training in office management or similar, and you have already gathered first professional experiences in the field of internationalisation, ideally in the university or science setting. Desirably, you have knowledge in national and international higher education policies as well as in funding programmes and formats in internationalisation or the willingness to quickly familiarise yourself with these topics. In terms of your personal working style, you are suitable if you are structured and solution-oriented. With your commitment, your joy of working with people and your communication skills, you are able to confidently represent the Staff Unit internally and externally in both German and English. You see yourself as a customer-oriented service provider for all actors in internationalisation at TU Dresden and pursue your tasks with a “hands on mentality”. Lastly, you embrace independence, openness and find in 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
rainer.schaffer@tu-dresden.de

Applications from women are particularly welcome. The same applies to people with disabilities.

If you think this profile describes you, we look forward to receiving your application, preferably by email via the TU Dresden SecureMail Portal https://securemail.tu-dresden.de by sending 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 submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.