TU Dresden is one of the largest technical universities and one of the leading and most dynamic universities in Germany. With 18 faculties spanning five Schools, it offers a wide range of over 120 degree programmes while covering a broad spectrum of research. Through the DRESDEN-concept network, TU Dresden is locally connected with strong partners from both science and culture. Their aim is to enhance the visibility of Dresden's excellent research and to expedite it through cooperation and the use of synergies. Internationality plays an important role in this process. At TU Dresden, the Internationalisation Strategy “TU Dresden – Connected to the World” is the basis for future development, which includes research and teaching.

At the **Directorate Student Affairs and Continuing Education, Unit International Office** a position as

**Head of the International Office**

(Subject to personal qualification employees are remunerated according to salary group E 13 TV-L)

will be available from **1st October 2019**.

**Tasks:** management, coordination and organisation of the work processes in the unit; development of strategic and conceptual ideas for the individual work areas within the unit, as well as the handling of fundamental matters of the International Office; development of recommendations for the strategic orientation of internationalisation activities in the areas of studying, teaching and mobility under the leadership of the Vice-Rector for Academic and International Affairs; the collaboration in the further development and implementation of measures within the context of the Internationalisation Strategy “TU Dresden – Connected to the World”; coordination of international partnerships of TU Dresden; representation of TU Dresden in the international context; representation of TU Dresden in institutions relevant for international university relations as well as at international conferences and meetings; organisation of the further development of the unit to elevate its role in the network of actors of TU Dresden.

**Requirements:** a successfully completed university degree; work experience in the field of internationalisation in the university or academic system; experience in administration; knowledge of labour law, administrative law and organisational development; an analytical and structured method of working; pronounced and interculturally sound communication skills; excellent knowledge of German and English; a defined sense of responsibility; leadership experience and competence; reliability; conscientiousness; openness; independence and willingness to travel.

TU Dresden seeks to employ more women in leadership positions. Hence, we would particularly encourage qualified women to apply. In case of equal suitability, people with severe disabilities or those with equivalence to the German Social Code IX (SGB IX) will be preferred for employment.

Please send a convincing application with the usual documents (CV, certificates, proof of qualification) by **08.08.2019** (stamped arrival date of the university central mail service applies), either via the TU Dresden SecureMail Portal [https://securemail.tu-dresden.de](https://securemail.tu-dresden.de) by sending it as a single pdf document to dezernat8@tu-dresden.de or to: TU Dresden, Dezernat Studium und Weiterbildung, Frau Dr. Undine Krätzig – persönlich –, Helmholtzstr. 10, 01069 Dresden.

Please submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.

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**Reference to data protection:** Your data protection rights, the purpose for which your data will be processed, as well as further information about data protection is available to you on the website: [https://tu-dresden.de/karriere/datenschutzhinweis](https://tu-dresden.de/karriere/datenschutzhinweis)