Seeking a student to work 7-10 hours a week starting no later than March 2022 as an

Administrative Assistant, TUM English Writing Center (“Studentische Hilfskraft” position)

About us
The TUM English Writing Center provides individualized writing tutoring to students and staff across the university community. We are staffed by lecturers from the TUM Language Center and student “Writing Fellows”, and offer more than 4,000 one-to-one appointments a year, making the role of administrative assistant one in which you can take on considerable responsibility and stretch your knowledge and skills in a friendly, dynamic, international setting with a relatively flat hierarchical structure.

About the job
The position best suits a self-starter who enjoys working with others but can manage their own time. An interest in English and writing is helpful, proficiency with technology and German essential. The job can be done remotely, though we hope we would see you on site in Munich occasionally once Covid rules allow. The contract is for 7-10 hours per week, with some flexibility depending on your availability.

Tasks
- maintain our online booking calendar (on a daily or near-daily basis)
- regularly check email and handle booking inquiries, cancellations, etc.
- manage Writing Fellow timesheets
- produce periodic user statistics
- keep our website up-to-date
- set up and analyze feedback forms in EvaSys

Your profile
- bachelor’s or master’s student at TUM
- able to work for at least 1.5 years (though contracts are granted per semester)
- comfortable with English, and fluent or near-fluent in German
- superb organizational skills
- precise attention to detail
- self-directed and autonomous thinker

Benefits
- receive pay at the “studentische Hilfskraft” level
- improve your English by working in an English-speaking environment surrounded by native speakers
- be part of a highly international team of 15-20 HiWi’s from across TUM faculties
- enjoy flexible working hours and the option of working remotely

Application
Please send a cover letter, resume/CV by e-mail to jacobs@zv.tum.de and msibi@zv.tum.de.

Because you will be submitting personal details as part of your application, please note our compliance with Article 13 of the European Union’s General Data Protection Regulation (GDPR). By submitting your application, you acknowledge that you have taken note of the TUM’s data protection policies.

Technical University of Munich
TUM Language Center / TUM English Writing Center (EWC)
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