

ProLehre | Media and Didactics

The department of didactics at Technical University of Munich is looking for a
student assistant (4 – 10 h/week)

ProLehre | Media and Didactics offers a multifaceted continuing education program in higher education didactics, individual consultation, and concrete support for teachers and students.

We are looking for student assistants (min. 4h/week during the semester) to join our course organization team consisting of scientific staff members and fellow student assistants.

As a member of our team, you will have the opportunity to:

- Collaborate on course planning, organization, and on-site support, including preparing classrooms for courses
- Handle data entry and maintain master data in our management software
- Serve as a point of contact for participants and trainers
- Assist in projects related to higher education didactics

Your profile:

- You are interested in taking practical and organizational responsibilities
- You have good communication skills and enjoy working with people
- You have good reading and writing skills in German
- You have knowledge in Microsoft Office
- You have an independent, reliable, and conscientious work ethic
- You are willing to work partially on-site
- You have a valid work permit for Germany

We offer:

- Flexible working hours to accommodate your schedule
- The opportunity to take on personal responsibility
- An excellent working atmosphere in a motivated team
- Valuable insights into adult education and higher education didactics
- A conveniently located office in the city center

We look forward to receiving your CV as well as a short cover letter including the information about where you found this position, your desired weekly working hours, and the expected duration of your availability as a student assistant at ProLehre. Send your application to Fiona Hellmundt: weiterbildung@prolehre.tum.de. **The application deadline is February 16, 2024.**

You can find more information at <http://www.prolehre.tum.de>.