

# ProLehre | Media and Didactics

The department of didactics at Technical University of Munich is looking for a  
**student assistant (4 – 8 h/week) starting in September.**

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 a student assistant (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 in German and in English
- 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 and English comparable to B2 level or higher
- 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, written in German, 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](mailto:weiterbildung@prolehre.tum.de). **The application deadline is June 10, 2025.**

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