



Technische Universität Berlin offers an open position:

Public Relations MATH+ / Employee (d/m/w) - 0.25 working time - salary grade 4 TV-L Berliner Hochschulen

The employee will be placed in the specified pay group if all personal and pay scale requirements are met.

The position is suitable for students.

Faculty II - Institute of Mathematics / Exzellenzcluster MATH+

Reference number: II-483/24 (starting at the earliest possible / limited until 31/12/2025 / closing date for applications 27/09/24)

Working field:

Support with:

- managing and maintaining the MATH+ social media channels and websites
- editing image and video files
- organizing and conducting MATH+ outreach events, such as the Long Night of Sciences (LNDW) or the Berlin Science Week (Science Pub Quiz, Science Slam...)
- creating information materials

If you have any questions, please contact Beate Rogler (rogler@mathplu.de).

Requirements:

- Experience with social media channels
- Experience in image and video editing
- Good knowledge of Microsoft Office
- Good knowledge of German and/or English required; willingness to acquire the respective missing language skills.

Desirable:

- Knowledge of graphic software for image editing (e.g., Canva or similar programs)
- Experience in handling websites (e.g., with WordPress or similar programs)
- Open and friendly personality, good communication skills
- Teamwork ability, reliability, flexibility, and independent working style

Please send your application with **the reference number** and the usual documents (all combined in a single pdf file, max 5 MB) **by email to personal@mathplus.de**.

By submitting your application via email you consent to having your data electronically processed and saved. Please note that we do not provide a guaranty for the protection of your personal data when submitted as unprotected file. Please find our data protection notice acc. DSGVO (General Data Protection Regulation) at the TU staff department homepage: https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/ .

To ensure equal opportunities between women and men, applications by women with the required qualifications are explicitly desired. Qualified individuals with disabilities will be favored. The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities.

Technische Universität Berlin - Die Präsidentin - Fakultät II, Institut für Mathematik, Beate Rogler, Sekr. MA 2-2, Straße des 17. Juni 136, 10623 Berlin

The vacancy is also available on the internet at <https://www.personalabteilung.tu-berlin.de/menue/jobs/>

