



Technische Universität Berlin



Technische Universität Berlin offers an open position:

**Departmental Secretariat - Employee (d/m/w) - 0.5 working time - salary grade E9a TV-L
Berliner Hochschulen**

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

**Faculty VI - Institute of Landscape Architecture and Environmental Planning / Landscape Architecture/ Open
Space Planning**

Reference number: VI-485/24 (starting at the earliest possible / unlimited / closing date for applications 27/09/24)

Working field:

- Coordination of the Landscape Architecture and Open Space Planning Department
- Handling personnel matters of the department
- Administration of teaching / student support at the department level
- Management of the department's financial resources (budget and third-party funding)
- Organization of national and international meetings, workshops and conferences

The position offers a secure job with a high degree of independence and the opportunity to support a young and international team in a lively teaching and research environment.

Requirements:

- Successfully completed training as a administrative assistant or office management assistant or other training with equivalent skills
- Very good administrative knowledge and the associated legal bases
- Good knowledge of IT applications
- Good knowledge of German and/or English required; willingness to acquire the respective missing language skills

Desirable:

- Experience in office and administrative services
- Independent and careful way of working
- Willingness to familiarize yourself with new fields of work
- Communication skills

Please send your application **with the reference number** and the usual documents (summarized in one PDF document, max. 5 MB) **only by email to Prof. Dr. Andreas Kurths (andreas.kurths@tu-berlin.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 guarantee 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 VI – Institut für Landschaftsarchitektur und Umweltplanung, FG Landschaftsarchitektur und Freiraumplanung, Prof. Dr. Andreas Kurths, Sekr. EB 12, Straße des 17 Juni 145, 10623 Berlin

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

