



**Technische Universität Berlin**



Technische Universität Berlin offers an open position:

## **Departmental secretary / Employee in the administration - 0.5 working-time - salary grade E8 TV-L Berliner Hochschulen**

Subject to the position becoming vacant

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

The Chair for Internet and Society of Faculty IV (Electrical Engineering and Computer Science) is a research and teaching unit at TU Berlin that researches the diverse interactions between computers, computer science and society, especially in areas networked via the Internet. As our secretary, you are a central figure in our daily operations. You are relaxed-efficient and ensure that everything runs smoothly. You enjoy working in an innovative and dynamic environment and helping to shape it through learning. You like people as much as meticulous work, think independently and help us and our partners inside and outside the TU in German and English. We offer a friendly and flexible working culture with many opportunities for co-shaping the work environment; a focus on further training for a tailor-made advancement of all; and the chance to work in a committed interdisciplinary and international team.

### **Faculty IV - Institute of Telecommunication Systems / Internet and Society**

**Reference number:** IV-469/24 (starting at the earliest possible / unlimited / closing date for applications 04/10/24)

#### **Working field:**

- Secretarial tasks: Office organisation and administration, guest services, mail processing, material management; independent administrative organisation of events (usually in English), workshops, colloquia, etc. incl. financial calculation and accounting
- Independent correspondence for matters relating to the unit, answering and processing/forwarding enquiries
- Processing personnel matters for the unit
- Administration of third-party funded projects and budget finances, e.g. during the application phase, financial processing of approved projects and other budget
- Procurement of material and investment resources
- Documentation and reporting: Collection, evaluation and preparation of project-related data for controlling and documentation
- Administrative support in the organisation of teaching in the unit (courses, theses)
- Independent preparation and input of information into editorial systems, including the unit's website
- Foreign language activities: writing in a foreign language (English), handling correspondence, preparing simple translations from or into this language. Interactions regarding all employee-relevant processes with non-German-speaking employees. Support for non-German-speaking students, cooperation partners and guests including, if required, assistance with visa formalities, accommodation, etc.
- With regard to all tasks: independent work in keeping an overview, determining current necessary steps and initiative in informing employees, guests, etc. about upcoming tasks as well as independent fulfilment or assistance in the fulfilment of these tasks

#### **Requirements:**

- Completed training (apprenticeship / "Berufsausbildung") as a foreign language secretary, administrative assistant or office communication specialist, or equivalent knowledge or skills
- Good written and spoken German and English skills
- Confident use of PC and Internet and common office and government applications

#### **Desirable qualifications:**

- Willingness, initiative and cooperativeness with regard to learning knowledge and skills that you do not yet have
- Communication skills, organisational and coordination skills
- Knowledge of the administrative/organisation structures of TU and other relevant institutions (e.g. funding organisations)
- Knowledge of public procurement regulations as well as budgetary law, personnel matters, personnel law and travel-expenses law
- Enjoying work with a wide variety of people

Please send any queries and your application **stating the reference number** with the usual documents (letter of motivation, CV; certificates; any other relevant documents) **exclusively by email to Prof. Bettina Berendt (berendt@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 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/](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 IV, Institut für Telekommunikationssysteme, FG Internet und Gesellschaft, Frau Prof. Dr. Berendt, Sekr. HFT 8, Hardenbergstr. 16-18, 10623 Berlin

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

