

**Technische Universität Berlin**

Technische Universität Berlin offers an open position:

Social media assistant / employee in administration - 0.25 working time - salary grade E 4 TV-L Berliner Hochschulen

Overview:

We are seeking a motivated and creative individual to support our team in the field of green chemistry. As a Social Media Assistant, you will play a key role in spreading our initiatives, events and successes across various online platforms. This position offers a unique opportunity to contribute to the communication strategy of our green chemistry program while gaining valuable experience in a dynamic and innovative field at the intersection of science and industry. Let's promote a shift from conventional chemistry to green chemistry.

Who We Are:

We are greenCHEM - a consortium of Freie Universität, Humboldt Universität and Technische Universität Berlin, along with other partners. We have secured funding to establish a joint Berlin-wide ecosystem in green chemistry. The consortium's vision is to create a leading ecosystem for innovation in green chemistry and to make Berlin the number one place for sustainable materials in Europe. Through innovative formats of technology transfer, this ecosystem operates where business and science meet (more in this video: <https://www.youtube.com/watch?v=l2Bmf0E-hi0>). With its transfer projects, greenCHEM aims to support the transition to sustainable and safe chemistry.

Faculty II - Institute of Chemistry / greenChem

Reference number: II-555/24 (starting at the earliest possible / limited until 30/09/2026 / closing date for applications 15/11/24)

Working field:

1. Event Support:

- Scheduling with Partners
- Correspondence with internal and external partners
- Pre-and post-event preparation

2. Social Media Management:

- Maintaining greenCHEM's social media profiles on various platforms such as LinkedIn, Instagram, YouTube, TikTok, and X (Twitter) under the direction of greenCHEM's Communications Manager
- Monitoring social media trends and data analysis to track performance and identify areas for improvement in close collaboration with the greenCHEM team
- Capturing high-quality photos and videos at greenCHEM events, seminars and workshops
- Collaborating with team members to create visually appealing and informative materials for publication on greenCHEM's social media profiles

3. Video Editing:

- Editing video material to create engaging and informative short videos for sharing on social media profiles and to create the annual video summary of greenCHEM under the direction of the Communications Manager

4. Collaboration:

- Working closely with greenCHEM team members to gather information and materials for content creation

5. Analysis and Reporting:

- Creating regular reports on key metrics and insights to inform future content strategies
- Maintaining databases

Requirements:

- Currently enrolled as a student focusing on communication, media, marketing, film production, art, chemistry, environmental sciences, or a related field
- Strong understanding of social media platforms, trends, and best practices
- Intermediate to good skill!, in photography and videography, as well as basic knowledge of video editing
- Creativity and a good eye for visual storytelling
- Good German and/or English skills required; willingness to acquire any missing language skills

Desirable:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Familiarity with green chemistry concepts is a plus

Please send your resume and a 1-page cover letter to Rahel Marschall (marschall@tuberlin.de) with Stephen Leach (

stephen.leach@tu-berlin.de) in CC, **with the reference number in the subject line.**

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. Applications from people of all nationalities and with a migration background are very welcome.

Technische Universität Berlin - Die Präsidentin - Fakultät II, Institut für Chemie, Chemical Invention Factory (CIF), Martin Rahmel, Sekr. AM1, Hardenbergstr. 38, 10623 Berlin

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

