



**Technische Universität Berlin**



Technische Universität Berlin offers an open position:

**Department secretariat - Employee in the administration - 0.75 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 IV - Institute of Computer Engineering and Microelectronics / Robotic Interactive Perception**

**Reference number:** IV-93/25 (starting at 01/04/25 / permanent / closing date for applications 11/04/25)

**Working field:**

Typical admin tasks; independent handling of administrative and organizational tasks of the department; correspondence (German, English); personnel matters; accounting and ordering; controlling of personnel funds; independent processing in third-party funding management; initiation and support of staffing procedures; administration and coordination of courses and examinations; creation of texts for the department's website, design of the website including Typo3-programming; supervision of visiting scientists; organization of internal meetings and international events including taking minutes and follow-up; editing of scripts, reports and other texts (German, English).

**Requirements:**

- Successfully completed training as an Administrative Assistant or clerk for office communication or equivalent skills and corresponding professional experience
- Very good written and spoken German and English skills (at least C1 level)
- Confident use of Office applications
- Good PC skills

**Desirable:**

- Taking initiative and acting independently
- Organisational and communication skills
- Ability to work in a team
- Versatility and ability to adapt flexibly to frequently changing conditions, in particular to structure and coordinate multiple parallel processes

Please send your application to the Technische Universität Berlin, Prof. Dr. Gallego, quoting the **reference number**, together with the usual documents: **guillermo.gallego@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/](https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/) or quick access 214041.

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 IV, Institut für Technische Informatik und Mikroelektronik, FG Robotic Interactive Perception, Prof. Dr. Guillermo Gallego, Sekr. MAR 5-5, Marchstr. 23, 10587 Berlin

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

