



Technische Universität Berlin



Technische Universität Berlin offers an open position:

Assistance in project coordination - Employees in the administration - 0.5 working time - salary grade E 9a TV-L Berliner Hochschulen

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

Fakultät V - Institut für Strömungsmechanik und Technische Akustik / FG Experimentelle Strömungsmechanik
Reference number: V-570/24 (starting at the earliest possible / limited until 30/09/2028 / closing date for applications 26/03/25)

Working field:

- active and independent coordination and support in the EU project H2POWRD
- administration of third-party funds and research funds (assistance in the preparation of project reports, communication with international project partners and the funding body, documentation)
- supporting the international project partners with job advertisements
- support for international guests
- organization of meetings and conferences
- public relations, maintenance of the homepage
- appointment and travel planning
- correspondence (German and English)

Requirements:

- successfully completed training as an administrative assistant or office management assistant or other employees with equivalent skills and experience in the areas of administration, finance and human resources
- very good knowledges of German and English and optionally other languages
- very good knowledges of international communication
- good knowledge of common Office applications

Desirable:

- extensive knowledge of human resources and third-party funding management (EU projects)
- ability to work independently
- ability to work in team
- friendly and professional interaction within the team, with guests, students and external partners

Please send your application with the **reference number** and the usual documents exclusively by e-mail bundled in one PDF document **to Prof. Dr. Paschereit via fd-TB-office@win.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/ .

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 V, Institut für Strömungsmechanik und Technische Akustik, FG Experimentelle Strömungsmechanik, Prof. Dr. Paschereit, Sekr. HF 1, Müller-Breslau-Straße 8, 10623 Berl

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

