

**Technische Universität Berlin**

The Sino-German College for Post Graduate Studies (CDHK) at Tongji University in Shanghai, PR China, is a flagship project of Sino-German academic cooperation. Founded at the suggestion of Helmut Kohl through a government agreement, its main task is to train engineers and business administrators according to German standards for German companies in China. After 20 years of successful work as an independent training facility, the CDHK is now undergoing profound restructuring: the formerly independent training facility is becoming a service and coordination platform for a network of Sino-German centers in the corresponding colleges at Tongji University in Shanghai. The CDHK will retain responsibility for the cross-cutting issue of China competence, among other things. The aim of the restructuring is quantitative and qualitative improvements in studies and teaching, expansion to include doctoral programs and increased contributions to research cooperation. The reorganization of the CDHK also led to the reorganization of the management structure on the German side: the coordination tasks were transferred to the CDHK and the consortium of the four partner universities (Technical University Berlin (TUB), Technical University Munich (TUM), Technical University Braunschweig (TUBS), Ruhr University of Bochum (RUB) distributed under the direction of the TU Berlin as the consortium leading university. The DAAD remains jointly responsible sponsor of the CDHK.

Research assistant - 0.5 working time - salary grade E 13 TV-L Berliner Hochschulen

under the reserve that funds are granted

Faculty I - Center for Cultural Studies on Science and Technology in China, CCST (China Center)

Reference number: I-232/21 (starting at 01/05/21 / limited until 28/02/2023 / closing date for applications 30/04/21)

Working field:

- General coordination tasks of the office
- Correspondence with (foreign) partner universities and institutes
- Other administrative tasks (such as travel, resource management)
- Organization of and participation in (virtual) meetings, conferences, meetings (with national and international partners)
- Creation of conference minutes, short reports, documentation
- China competence: Participation in the further development and conception of the existing offer (curriculum planning and teaching coordination in the cross-sectional subject "China competence")
- Work in an interdisciplinary team

Requirements:

- Successfully completed academic university degree (diploma, master's degree or equivalent) in Chinese / regional studies or a comparable qualification with experience in China
- Skills and experience in interdisciplinary project (financial) management, especially in the areas of organization, administration, finance and personnel
- Experience in the development and implementation of university didactic offers and their evaluation
- Multilingualism: very good spoken and written knowledge of German, English and Chinese
- Very good knowledge of using Microsoft Office programs and content management systems
- Resilience, flexibility, ability to work in a team, intercultural understanding, good organizational skills, independent way of working
- Willingness to travel within Germany and to the PR China

Desired qualifications:

- international experience
- Experience in engineering / technical courses
- (TUB) university administration experience (incl. Typo3, work in third-party funded projects)
- Experience in German-Chinese scientific cooperation
- Knowledge of the German and Chinese higher education systems

Please send your application with the reference number and the usual documents **only by e-mail in one summarized pdf document to sigrun.abels@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/ 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.

Technische Universität Berlin - Der Präsident - Fakultät I, China Center, Frau Dr. Abels, Sekr. KAI 1-4, Kaiserin-Augusta-Allee 104-106, 10553 Berlin

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

