

The Teaching & Training Unit at the Division of Infectious Diseases and Tropical Medicine, LMU Munich, is offering a position as

Team Assistant for the Secretariat of the tropEd Network and for the T&TU Symposia Series



Images from our Public Health Course in Nepal

What we offer:

A varied position in an intercultural environment. Become part of a motivated team in which we give great importance to a working atmosphere and in which you can contribute your own ideas.

The position as Team Assistant is limited to two years; however, a longer employment is aspired. Target start date: 16.11.2023

The position is based on the public salary grid according to TV-L. (<http://oeffentlicher-dienst.info/tv-l/west/>).

Your Area of Work:

The team assistant is responsible in the Teaching & Training Unit of the Tropical Institute for the administration and support of the tropEd Network for International Health (www.troped.org), a worldwide network of 25 universities that offer courses in the field of International Health. This involves communication within the network, maintenance of the website and the course database, planning and implementation of the General Assemblies, which take place three times a year, each lasting 3 days (once online and twice in presence; and once every two years outside Europe). Willingness to travel is hence expected. In addition, the Team Assistant is responsible for several symposia that take place in Munich (e.g. Humanitarian Symposium Munich; Saturday all day), with auditorium booking, participant management, speaker management, budget planning. The part-time position is classified in group E6 according to TV-L and is set at 50% (working days Tuesday to Friday).

Our Requirements:

- Interest in the topics International Health/ Global Health
- Pleasure to work in team
- In office working hours Tuesday to Friday
- Fluent in English language (German is an asset but not required)
- IT skills (MS Office, digital communication tools)
- Intercultural competency
- Good organization skills
- Flexibility
- Willingness to travel (about 2-3 times per year for 4-7 days)

Questions and applications, no later than 15 October 2023:
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