

## Application for placement of a job advertisement

A. Please note the following guidelines **before** submitting your application:

[FB\\_7\\_10\\_Guideline\\_on\\_filling\\_positions\\_in\\_compliance\\_with\\_legislation.docx](#)

[FB\\_7\\_11\\_Guide\\_on\\_how\\_to\\_handle\\_applicant\\_data\\_and\\_application\\_documents.pdf](#)

B. Complete the application in **full** before sending it by **e-mail attachment** to the **responsible personal supervisor**<sup>1</sup>. Please note that incomplete applications cannot be processed.

### C. Requesting body

Organisational unit: Tropeninstitut Cost centre (only for external ad placement): 7385901

Number of the post to be filled (only for posts):

Contact for queries regarding the application to place a job advertisement: Günter Fröschl

E-mail address (R mailbox!) for applications<sup>2</sup>: [BewerbungTropeninstitut@lrz.uni-muenchen.de](mailto:BewerbungTropeninstitut@lrz.uni-muenchen.de)

Desired medium<sup>3</sup>: Internet/Stepstone

D. **Password** for downloading the application documents (please remember): 1KarriereLmu!

### E. Text

Die Abteilung Infektions- und Tropenmedizin *is looking for* für mindestens 2 Jahre a

**Secretariat Coordinator** (m/f/d)

*Place of work: City Centre Campus*

*Entry date: sobald wie möglich*

*Working hours: Full-time*

*Start date of the advertisement* 01.04.2022 (Application deadline is 8 weeks from start date)

*Institution/Organisational Unit:* Tropeninstitut

*Area:* Teaching & Training Unit

*Your area of responsibility:*

The Secretariat Coordinator is responsible for the administration of members and courses of an international university network in the field of international and global health. This includes the organisation and realisation of the members' meetings and scientific events that take place several times a year at home and abroad, as well as internal and external communication. The focus is also on the use of online-based systems, such as digital portals, website administration and digital document

<sup>1</sup> Responsibilities and e-mail addresses are available on the intranet page of the Human Resources Department.

<sup>2</sup> **NEW:** The LMU Klinikum uses the file service provider DRACoon with the URL <https://mit-dataspace.lmu-klinikum.de/XXX> for applications.

<sup>3</sup> **LMU Hospital careers page:** Intranet (2 weeks), Internet (only for 6 weeks) as well as notification to the **Federal Employment Agency** is carried out by the Human Resources Department as standard. Please explicitly inform your HR advisor whether a detailed notification via the information channels provided by the Federal Employment Agency (job exchange) appears to be useful for the position to be advertised. The Human Resources Department is required to carry out an individual **efficiency check in** each case. In any case, a query is made in the sense of § 164 SGB IX. This, as well as the provision of certain standards, may result in deviations from the desired medium within the framework of the circuit.

creation, editing and management. The position also includes financial planning and year-end preparation and reporting for the Network and the Teaching & Training Unit. In addition, the Secretariat Coordinator is responsible for supervising student assistants in the Secretariat's area of responsibility. In addition, the duties include the organisation and communication of international symposia (Humanitarian Symposium Munich (<https://www.cih.lmu.de/activities/symposia/humanitarian-symposium-munich>)).

*Our requirements:*

- Completed university studies
- Affinity to the topics of International Health/ Global Health
- Fluent German and English
- IT skills (MS Office, website content management systems, graphics processing)
- Intercultural competence
- Organizational talent
- Flexibility
- Willingness to travel

*Our offer:*

We offer a position in an intercultural environment. Become part of a motivated team in which you can contribute your own ideas. Employment is in accordance with the classification in the collective agreement according to TV-L, E11 (<http://oeffentlicher-dienst.info/tv-l/west/>).

The position is limited to two years, a longer appointment is sought.

Contact person for queries:

Dr. Günter Fröschl, [guenter.froeschl@med.uni-muenchen.de](mailto:guenter.froeschl@med.uni-muenchen.de)

[Please use the application form for your application](#)

Please understand that postal applications will not be returned, but will be destroyed in accordance with data protection regulations. For postal applications, the [data usage notice](#) also applies !