

TUM Institute for LifeLong Learning

To support our Business Development and international growth activities, consisting of all our Further Education Degree Programs, we are looking to hire as soon as possible:

Sales & Marketing Student Assistant (max. 20h/week)

Please note that you need to be an enrolled student in a German university to qualify for this student job.

The mission of the TUM Institute for LifeLong Learning is to promote the continuous, research-based education of international professionals at all stages of their career. TUM's unique ecosystem can cater to the needs of science, business and wider international society in specialist and interdisciplinary fields with a particular focus on management and leadership. Utilizing the latest in digital innovation, the institute offers programs in further education that integrate the best of technical and natural sciences offered at our university. The TUM Institute for LifeLong Learning is dedicated not only to equipping participants with the knowledge they need, but also to develop them as responsible and effective leaders capable of confronting the social challenges of tomorrow.

Key responsibilities include:

- Drafting content marketing messages for email-marketing campaigns/website/Social Media channels
- Supporting our Business Development activities in EEC's Degree Programs Business Area.
- Editing & adding client and event information to our CRM-system and to our website.
- Helping to prepare and run events (Fairs, Info Days, Webinars) in cooperation with the wider Degree Team in 2 campuses (Munich & Heilbronn), overseeing specific work tasks.
- Potential additional tasks, depending on individual skills, passions, and competencies.

The **successful candidate** will have the following:

- Suitable ongoing university studies in a German university (you need to be an enrolled student for at least until the end of 2021).
- Ideally, you have already gained first experience(s) in Sales & Marketing from previous jobs and internships.
- You have capacity to work around up to 20 hours a week onsite in Munich (Leopoldstr. 139). However, home office (within Germany) is the normal status quo during COVID-19 times.
- Drive to grow business: guts to do sales and vision to add value to marketing campaigns
- Solid IT skills and experience working with CRM systems
- Excellent English and ideally German (but not mandatory)
- Honest, quick, responsible, and detail-oriented working style, taking care of the tasks given to him/her from start to finish independently.
- Proactive attitude, seeing the bigger picture and confidence to share creative ideas to add more value.
- A passion to work in the Higher Education/Exec Ed sector with international clients.

*Opportunities
for Talents*

What we offer

In return we offer flexible working hours (in coordination with your team), a centrally located office with a startup buzz, and above all great colleagues full of ideas. Home office is widely available/encouraged at least until we are free from COVID-19. We are on first-name terms with each other and pride ourselves on our flat hierarchy. This is a varied and challenging job at a highly regarded, modern university. We provide an excellent working environment and trust you to use your skills and abilities, while fully supporting you with everything you need for your personal and professional development.

Please send your complete application (CV & Cover Letter + Work Diplomas/Recommendations/ Writing Samples) at the latest by 28.02.2021 **via email** to:

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