

TUD Dresden University of Technology, as a University of Excellence, is one of the leading and most dynamic research institutions in the country. Founded in 1828, today it is a globally oriented, regionally anchored top university as it focuses on the grand challenges of the 21st century. It develops innovative solutions for the world's most pressing issues. In research and academic programs, the university unites the natural and engineering sciences with the humanities, social sciences and medicine. This wide range of disciplines is a special feature, facilitating interdisciplinarity and transfer of science to society. As a modern employer, it offers attractive working conditions to all employees in teaching, research, technology and administration. The goal is to promote and develop their individual abilities while empowering everyone to reach their full potential. TUD embodies a university culture that is characterized by cosmopolitanism, mutual appreciation, thriving innovation and active participation.¹ For TUD diversity is an essential feature and a quality criterion of an excellent university. Accordingly, we welcome all applicants who would like to commit themselves, their achievements and productivity to the success of the whole institution.²

At the Faculty of Electrical and Computer Engineering, Institute of Circuits and Systems, the Chair of Measurement and Sensor System Technique offers a position as

Foreign Language Secretary (m/f/x)

(subject to personal qualification employees are remunerated according to salary group E7 TV-L)

with up to 50 % of the regular weekly working time, initially limited for 1 year.

Tasks: Handling secretarial tasks, such as e-mail and telephone correspondence and making appointments; preparing and accounting for business trips; accounting support for ongoing third-party funded projects (triggering purchase orders, preparing invoice accompanying sheets, preparing a financial overview); preparing personnel matters; looking after domestic and foreign guests, updating the website.

Requirements: successfully completed vocational training as a Foreign Language Secretary or office management assistant, or training of a similar level with equivalent knowledge and skills; very good knowledge of modern office and communications technology (PC, Microsoft Office, Internet); flexibility and ability to work independently; friendly and competent manner; ability to work in an international and interdisciplinary team and organizational skills; very good written and spoken English for international correspondence. Knowledge of SAP is advantageous.

We offer: a versatile and diversified job. You will work with us in a dynamic team and the attractive environment of a university of excellence with flexible working time models and opportunities for further education and training as well as a subsidized local public transport ticket (VVO-JobTicket). There is the possibility to fill the position on a part-time basis.

TU Dresden strives to employ more women in academia and research. We therefore expressly encourage women to apply. The University is a certified family-friendly university and offers a Dual Career Service. We welcome applications from candidates with disabilities. If multiple candidates prove to be equally qualified, those with disabilities or with equivalent status pursuant to the German Social Code IX (SGB IX) will receive priority for employment.

Please submit your detailed application with the usual documents by **21.07.2023** (stamped arrival date of the university central mail service applies) to: **TU Dresden, Fakultät Elektrotechnik und Informationstechnik, Institut für Grundlagen der Elektrotechnik und Elektronik, Professur für**

Mess- und Sensorsystemtechnik, Herrn Prof. Dr.-Ing. habil. Jürgen Czarske, Helmholtzstr. 10, 01069 Dresden or as one pdf document to grp-mst-sekretariat@msx.tu-dresden.de. Please submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.

Reference to data protection: Your data protection rights, the purpose for which your data will be processed, as well as further information about data protection is available to you on the website: <https://tu-dresden.de/karriere/datenschutzhinweis>.