The TUM School of Management is looking to strengthen our Executive Education Team with a:

Program Manager of Executive Education

To start as soon as possible in a full-time (or negotiated part-time), role with a two-year fixed term contract.

Who we are:

TUM School of Management, part of the Technical University of Munich, engages in teaching and research at the interface of management and modern technology. Awarded the prestigious Triple Crown status – accreditation by the AMBA, AACSB and EQUIS – TUM School of Management meets numerous quality criteria, including highly qualified teaching staff, an international teaching approach, close interaction with business, and a strong commitment to ethics and sustainability. The Executive Education Center (EEC) at TUM School of Management offers a wide range of continuing education opportunities for everyone from young professionals to experienced leaders.

Key responsibilities of the role include:

- Supporting and coordinating the development of leadership programs based on research findings, ensuring that international standards are taken into account.
- Advising and supporting potential clients and companies through the decision-making process by telephone, email, and through face-to-face or virtual meetings.
- Developing and running online events to attract international managers to our programs.
- Acting as Key Account Manager for companies and building a strong network of contacts at firms on an ongoing basis.
- Planning and organizing programs for managers, aware that participation in said programs will be for the most part in English. You will also be responsible for communicating with faculty and business clients, and for coordinating overseas partnerships, which will also involve some travel abroad.
- Evaluating initiatives using scientific criteria and developing recommendations for developing our executive education programs.
- Leading project teams and reporting to regular team meetings

What we are looking for:

- A university degree.
- Several years’ experience collaborating, communicating and building relationships with international managers.
- Solid IT skills and experience working with CRM systems.
- Excellent English and German skills, both written and spoken.
- An outgoing personality and the ability to network with people from various backgrounds in a fast and authentic manner.
- A professional and creative approach to work and the ability to function both independently and in a team, showing initiative.
- A passion for working with managers in a business environment.
• Excellent project management skills and the ability to motivate a wide variety of stakeholders.

What we can offer you:

• An independently led role with an exciting mix of responsibilities, challenges and tasks.
• As part of the Technical University of Munich, we offer tailored learning and development opportunities, and a fantastic benefits package. Including access to sports’ facilities, language courses, diverse team events and an array of discounts.
• An attractive starting salary based on the German public sector scale: TV-L 13 (dependent upon qualification).
• Flexible working arrangements available with agreement of the team, to take account of private and family life. Including the chance to work from home.
• A delightful office situated in the heart of Munich.
• A fantastic work environment and a leadership team that will put trust in your abilities, as well as strive to develop you both personally and professionally within our institution.

Your Application:
Those applicants who have a severe disability will receive a special advantage when their qualifications and suitability to the role match that of other applicants. In the same vein, we at the Technical University are committed to gender equality and equal opportunities for women. Such applications will be warmly welcomed.

Are you interested?
Please email us your completed application at the latest by May 5 2019 to: bewerbungen@wi.tum.de

Note on data protection
As part of your application for a position at the Technical University of Munich (TUM), you provide personal data. Please note our data protection information in accordance with Art. 13 of Datenschutz-Grundverordnung (DSVGO). By submitting your application, you confirm that you have taken note of the TUM’s data protection information.