

The Technical University of Munich (TUM) and the Dieter Schwarz Stiftung have founded the TUM Campus Heilbronn gGmbH for the new TUM Campus Heilbronn.

We are looking for someone to begin full time (part-time would also be negotiable) as a:

Program Manager of Executive Education

Who we are:

On the initiative of the Dieter Schwarz Stiftung, the Technical University of Munich (TUM), and its TUM School of Management, are establishing their own teaching and research location at the Bildungscampus Heilbronn. The main areas of research include the management of digital change, family businesses and business start-ups. To this end, thirteen professorships will be established at the new campus, where management executives will in future be able to further their education in one of the most innovative regions in Europe.

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 from you:

- 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
- 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 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.

Are you interested?

Please email us your completed application at the latest by May 5 2019 to: jobs@tumheilbronn-ggmbh.de

Die TUM Campus Heilbronn gGmbH
Bildungscampus 2
74076 Heilbronn

Im Rahmen Ihrer Bewerbung um eine Stelle bei *Die TUM Campus Heilbronn gGmbH* übermitteln Sie personenbezogene Daten an *Die TUM Campus Heilbronn gGmbH* und die TUM. Beachten Sie bitte hierzu unsere Datenschutzhinweise gemäß Art. 13 Datenschutz-Grundverordnung (DSGVO) <https://www.wi.tum.de/privacy-policy/#1551945387751-364eba91-6cf9> zur Erhebung und Verarbeitung von personenbezogenen Daten im Rahmen Ihrer Bewerbung. Durch die Übermittlung Ihrer Bewerbung bestätigen Sie, dass Sie die Datenschutzhinweise der TUM und *Die TUM Campus Heilbronn gGmbH* zur Kenntnis genommen haben.