Executive Education Center
TUM School of Management
Technische Universität München

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)

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 include:

- 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.
- Drafting content marketing messages for email-marketing campaigns/website/Social Media channels.
- 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 university studies and capacity to work around up to 20 hours a week at our office.
- 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 (but not mandatory), basic German skills.
- 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.

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. 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 at the latest by 15.01.2020 via email to:

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