



Shaping the future together for a society worth living in – this is the vision of TH Wildau! As a university of applied sciences, we aim to support societal transformation in a responsible and practice-oriented manner. We bring technology and management together, thereby creating interdisciplinary spaces for innovative learning environments and fostering creativity in research and teaching. In the Berlin/Brandenburg metropolitan region, our campus is known as a place where a range of professional cultures meet each other, collaborate and engage in lifelong learning. In the spirit that our campus integrates state-of-the-art facilities within 19th-century industrial architecture, our aim as professionals and as people is to forge connections.

At TH Wildau, as part of the internal funding programme “Sprungbrett Campus” – a career entry scheme for international graduates from non-EU countries, the following position in the organisational unit Centre for International Affairs – International Office is to be filled from **1. July 2026**:

## Staff Member in the International Office: Advisory Services, Projects and Digital Transformation (m/f/d)

Reference number: 2026\_SBC\_10

**This vacancy is aimed exclusively at international graduates of TH Wildau whose country of origin is outside the EU.**

The position is part-time (20 hours per week) and initially limited until 31 December 2026. An extension of up to a maximum of 12 months' employment may be applied for.

The internal support programme at TH Wildau is designed to assist international graduates of TH Wildau from countries outside the EU in making the transition from their studies to the labour market. In addition to gaining temporary work experience at TH Wildau, they can build up an internal and external network and improve their knowledge of German (including technical language) as part of the supported role. Should there be any issues regarding residence rights and work permits, the graduates who are employed under the support programme will receive assistance from TH Wildau. An internal support programme featuring networking events, workshops, job application training, etc. provides further opportunities for exchange, networking and the development of personal skills.

TH Wildau thus helps these graduates to make the transition into the labour market.

### Tasks:

#### Event coordination: “Wildau Connects – Campus, City, Community” (20%)

- Helping to organise events
- Communication in German and English
- Network setup, expansion and maintenance
- Project management (PM) using PM tools
- Working on websites using TYPO3

#### Project Management: “Cook Book International” (20%)

- Project management (planning, coordination, documentation) using project management tools and Canva
- Communication in German and English

#### Development of an international marketing strategy (20%)

- Examination of the organisational structure, study programmes, target groups and partners of TH Wildau, as well as its strategic development documents (e.g. university contract, university development plan, internationalisation strategy)
- Concept development (marketing plans, event strategies)

#### Automation of administrative processes for international exchange students (incoming students) (20%)

- Contributing to the department's automation projects
- Assistance with the process analysis of the application process for international exchange students
- Creating web content using TYPO3
- Gaining an understanding of funding programmes such as Erasmus+ and the associated operational processes

#### Support with advising and mentoring international students (20%)

- excellent communication skills (written and spoken, in multicultural contexts);
- Application of intercultural competence (understanding cultural differences, conflict resolution)
- Support with the conceptual development of advisory services
- Networking with other advisory services at TH Wildau
- provided there is the option to extend the assignment to up to 12 months: independent planning, preparation and development of a concept for an international Staff Week in May 2027

### Job profile:

- A completed degree from TH Wildau – Master's degree – in European Business Management or Business Management
- Only individuals who are not currently enrolled as students and who have not yet successfully entered the workforce (please include this in your cover letter) may apply
- Individuals whose country of origin is outside the EU (non-EU nationality, place of birth outside the EU)
- IT skills: MS Office, TYPO3
- Experience in web content creation
- A structured approach to work and the ability to take the initiative, strong organisational skills
- The working language is German, or German language skills will be developed: If a candidate's German language proficiency is below level B2 of the Common European Framework of Reference for Languages, they are expected to develop their spoken and written German skills to the level mentioned above during their period of employment, where possible, through intensive, compulsory language courses outside working hours.
- An advanced level of German is required (B1 of the Common European Framework of Reference for Languages).
- Very good spoken and written English
- Participation in the internal support programme of the funding scheme is expected (e.g. networking events, workshops, job application training...)
- Strong commitment and independence (structured, self-reliant, precise and goal- and service-oriented approach to work)
- Friendly, service-focused, creative, reliable, able to work under pressure
- Teamwork and good communication skills

### What do we offer?

- practical, professional experience at the International Office of TH Wildau in the areas of event management, project management, digitalisation, (international) marketing, support and advisory services
- Expanding general experience and transformative skills that can be applied to study-related fields of work both regionally and internationally (e.g. roles in international foundations, organisations and companies in the areas of organisation, marketing, sales, human resources and event management)
- Cookbook + Marketing Concepts: Concrete, portfolio-ready projects for “Cooking Book International”
- Successful events in 2026: Proven event experience
- Professional experience, including in-depth knowledge of common feedback methods, constructive criticism, working practices and communication within the German workplace
- Ability to work well in a team, particularly in small teams
- Developing intercultural communication skills and competencies
- Knowledge of guidelines and regulations in the workplace (public procurement law, DAAD funding guidelines, Erasmus+)

### Further benefits:

- flexible working arrangements to improve the work-life balance (including flexible working hours, short core working hours, alternating teleworking and mobile working, working in the parent-child office)
- meaningful, interesting, and varied activities and opportunities to actively shape the university in a variety of ways
- a trusting work culture based on equality
- Membership in an innovative university community with a family atmosphere
- additional pension provision through the Federal and State Pension Institution (VBL) and capital-forming benefits
- 30 days of vacation (depending on the number of working days per week) plus additional days off on December 24 and 31
- very good accessibility by public transportation (campus directly at the Wildau S-Bahn station)
- sufficient parking spaces for cars and bicycles
- a wide range of continuing education opportunities
- Cafeteria on campus
- free use of the external company social counseling service provided by TELUS Health GmbH via the “Frag Elli” app
- various health and sports offerings, discounted membership at a gym with swimming pool



The freedom of independent work with ample scope for creativity and decision-making



Family-friendly, flexible working environment



Wide range of health and sports activities

**Please note:** application costs (including travel expenses) cannot be covered.

The Technische Hochschule Wildau - Technical University of Applied Sciences Wildau is seeking to increase the proportion of female employees and encourages suitably qualified women to apply. Applications from severely disabled persons will be given preferential consideration if they have the same qualifications and skills. We also encourage all interested parties and current employees at Technische Hochschule Wildau - Technical University of Applied Sciences Wildau to apply. Applicants (f/m/d) with children are welcome – our university is certified as a family-friendly university.

### Informationen

Remuneration is based on the collective agreement for public service positions for the federal states (TV-L) up to pay grade 11, subject to the candidate meeting the personal requirements. This is a fixed-term position, in accordance with Section 14(1)(2) of the German Part-Time and Fixed-Term Employment Act (TzBfG).

### Questions about the application?

Application management  
Anita Reichelt

### Our campus is located right next to the S-Bahn station (lines S8, S46)



### TH Wildau in figures

- approximately 3,300 students from 60 different countries
- approximately 450 employees
- approximately 90 of whom are professors
- approximately €11 million in third-party funding

Feel free to visit us [online](#) in advance!

You can find more information about TH Wildau on the following pages: <https://www.th-wildau.de/>

### We look forward to receiving your application!

Please apply using our [online application form](#), quoting the above reference number, **by June 15, 2026**.

Technical University of Applied Sciences Wildau  
Hochschulring 1  
15745 Wildau

Visit us also :



**WELTOFFENE HOCHSCHULEN GEGEN FREMDEN-FEINDLICHKEIT**

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