



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.

The following position is available at the Technical University of Applied Sciences (TH) Wildau as part of the internal support programme ‘Sprungbrett Campus’ – a career entry scheme for international graduates from non-EU countries – within the Language Centre/Department of WIR **from 1. August 2026**:

Project Coordinator

“German as a Springboard to the Labour Market” (m/f/d)

Reference number: 2026_SBC_08

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:

The successful candidate will assist with the organisational and communication coordination of the project.
Key responsibilities include:

Helping/involving to design and produce materials, information and digital resources (50%)

- Setting up and maintaining the Moodle platform ‘Sprungbrett Deutsch für den Arbeitsmarkt’ (German Springboard for the Labour Market), as well as updating project-related websites and social media channels
- Development of a practical guide to help international students and soon-to-be graduates navigate the linguistic and cultural aspects of entering the German labour market
- Researching, compiling and providing up-to-date resources, tools and information on language skills, job applications and starting a career

Development and implementation of learning and exchange programmes (20%)

- Helping to develop and implement language, learning and exchange programmes tailored to the labour market for international students
- Implement German language learning and exchange programmes with a focus on professional communication and intercultural skills, including hybrid and digital learning opportunities
- Organizing, coordinating and facilitating peer-to-peer workshops to improve German language skills, as a complement to the services offered by the (International) Career Service

Language support for international students (15%)

- Supporting international students in learning German and entering the German labour market (e.g. job applications, networking, telephone communication)
- Language support for international students in their search for work placements and in preparing for application and communication situations in the German workplace

Networking and project work (10%)

- Establishing and maintaining contacts with external organisations, advice centres, career services at other universities, and key contacts in the field of career guidance and job advice
- Collaboration with teaching staff, project partners and other departments within the university
- Helping to raise the profile of the project both within and outside the university

Organization, evaluation and further development (5%)

- Assistance with administrative tasks and scheduling
- Assistance with the documentation, evaluation and further development of project offerings

Job profile:

- A completed master’s degree from TH Wildau in an international programme (e.g. European Business Management)
- Only individuals who are not currently enrolled as students (or with a planned graduation in summer 2026) 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)
- Very good knowledge of MS Office
- 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)
- 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, customer-focused, creative, reliable, able to work under pressure
- Teamwork, organisational and good communication skills

What do we offer?

The position primarily involves communication, organisational and research tasks, including independently setting up the ‘Sprungbrett Deutsch für den Arbeitsmarkt’ project and coordinating activities and the compilation of materials. In this respect, the position offers the opportunity to gain practical experience in project management, university communications, and intercultural and language education, whilst actively contributing to the integration of international students into the German labour market.

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 free 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.

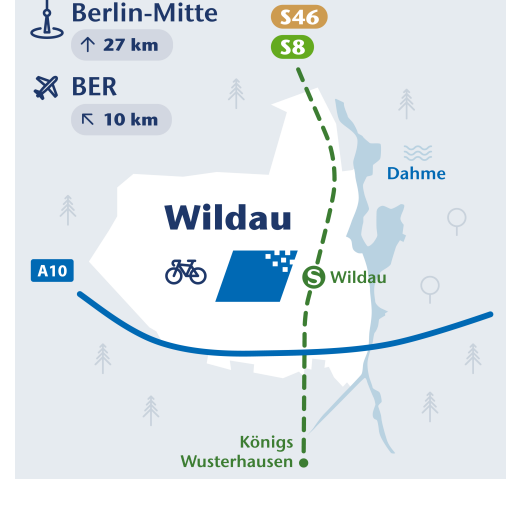
Informationen

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 :

