



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 Wildau Foundation Year – Administration is to be filled from **1. August 2026** :

Staff Member for the Wildau Foundation Year preparatory programme – Administration (specialising in marketing) (m/f/d)

Reference number: 2026_SBC_07

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.

The Wildau Foundation Year is a preparatory programme designed to equip international prospective students with the academic, linguistic and methodological skills required to undertake a degree at TH Wildau and its partner universities.

As part of the programme's strategic development, existing marketing initiatives are to be further expanded and supplemented with innovative approaches. The team is seeking dedicated new members to support this initiative.

Tasks:

- Development and implementation of a social media strategy
- Planning and coordinating marketing campaigns
- Create and source marketing materials
- Creation of multilingual content for promotional materials
- Advice for prospective international students
- Building a network with regional and national partners
- Develop and implement a marketing strategy
- Administrative tasks
- Halls of residence management and support

Job profile:

- a degree from the Technical University of Applied Sciences in Wildau – a Bachelor's degree - in European Business Management or Business Administration
- 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)
- 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...)
- a strong sense of commitment and independence (a structured, self-reliant, meticulous and goal- and service-oriented approach to work)
- friendly, customer-focused, creative, reliable, able to work under pressure and possessing strong intercultural skills
- Teamwork, organisational and good communication skills

What do we offer?

- Work in the German and international context
- Collaboration with various stakeholders at national and international level
- coordination skills
- Networking activities
- a very varied working environment with a wide range of tasks
- Deepening and developing intercultural skills

Through this position, the graduate will gain an insight into the administrative and organisational processes of a German educational institution. Furthermore, the graduate will be able to contribute their own cultural perspectives, thereby promoting diversity and cultural exchange. Practical work in a German-speaking environment will help to expand and improve their German language skills in a professional context – particularly in the fields of education, communication and administration. A position such as this offers the opportunity to apply and develop marketing skills and management knowledge in a practical setting. This can help to clarify your career interests – for example, in the fields of education management, cultural work or administration. International work experience is a major asset in the job market and demonstrates flexibility, adaptability and commitment.

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 9b, 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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