



**TECHNISCHE
UNIVERSITÄT
DRESDEN**

DRESDEN
concept



As a university of excellence, Technische Universität Dresden is one of the leading universities in Germany and ranks among the 100 most innovative universities in the world. It is characterized both by its research strength and its broad range of degree programs in the natural, technical and life sciences as well as in the humanities and social sciences. TU Dresden is part of the DRESDEN-concept alliance, one of the largest concentrations of research in Germany. As a societal actor, it actively shapes public life in Dresden and in Saxony. The School of Civil and Environmental Engineering encompasses the Faculty of Environmental Sciences, Faculty of Civil Engineering, Faculty of Architecture, Faculty of Transport and Traffic Sciences "Friedrich List", as well as Faculty of Business and Economics. Based on the strategic research priority areas of TU Dresden the diverse research activities focus on providing solutions to global mega-challenges such as climatic change, urban development, sustainable use of resources and mobility.

The **School of Civil and Environmental Engineering** is seeking a position as

Communication and Monitoring, Organizational Management Advisor

(subject to personal qualification employees are remunerated according to salary group E 13 TV-L)

starting at the **earliest possible date**, contract limited to 2 years (pursuant to § 14 (2) TzBfG).

Tasks

- development and implementation of a communication strategy for the school to facilitate an effective exchange among the five associated faculties of the School and to other stakeholders at the university;
- active collaboration with responsible university boards for communication, strategy, public relation and marketing;
- networking activities among experts of the school and the press office of the university;
- maintenance and advancement of the school website, including the management of all related resources;
- compilation and editing of text and graphical content for diverse target groups and settings;
- support of student marketing (especially in the international context);
- support of alumni activities (especially in the international context);
- support in the preparation and realization of events (e.g. the *Dresden Nexus Conference* in close cooperation with the Leibniz Institute for Ecological Urban and Regional Development and Institute FLORES of the United Nations University);
- support in process management and organizational optimizing;
- professional supervision of external service providers within the designated field of work;
- preparation and follow-up of meetings;
- adaptive management and monitoring (design and implementation of surveys and effective communication of results);
- stand-in for the school manager.

Requirements

- university degree in either a scientific discipline relevant for the school with a verifiable affinity for communication science, or a university degree in journalism, marketing or communication with a clear focus on scientific subjects;
- familiarity with the concept of *Sustainable Development Goals* of the United Nations;
- ability to communicate complex scientific topics;
- strategic skills, creativity and proven experience in drafting texts, graphics and layouts;

- routine handling of content management systems and common graphic and office applications;
- excellent command of the German and English language;
- self initiative, independent way of working and flexibility;
- high digital and social media affinity;
- trustworthiness and authenticity;
- confident interaction with representatives of the university, press, business and politics;
- an extended stay abroad would be an advantage, or at least international experience is highly desirable.

Pursuant to § 14 (2) TzBfG applicants should not have been employed by the Free State of Saxony. You will need to provide an appropriate statement with your application.

TU Dresden seeks to specifically support persons with disabilities and therefore asks them to provide relevant information when submitting their application. In case of equal suitability, people with severe disabilities or those with equivalence to the German Social Code IX (SGB IX) will be preferred for employment.

Please send your application with the required documents by **19.04.2021** (stamped arrival date of the university central mail service applies) preferably via the SecureMail Portal of TU Dresden <https://securemail.tu-dresden.de> as a single PDF document to bereich.bu@tu-dresden.de or to **TU Dresden, Bereich Bau und Umwelt, Bereichsdezernent, Herrn Dr. André Lindner, Helmholtzstr. 10, 01069 Dresden**. Please submit copies only, as your application will not be returned to you. Expenses incurred in attending interviews cannot be reimbursed.

Reference to data protection: Your data protection rights, the purpose for which your data will be processed, as well as further information about data protection is available to you on the website: <https://tu-dresden.de/karriere/datenschutzhinweis>