

Student Assistant for the CIH Office (m/f/d)

Institut und Poliklinik für Arbeits- Sozial- und Umweltmedizin

The Hospital of the University of Munich, Germany, is one of the largest and most competitive university hospitals in Germany and Europe. 48 specialized hospitals, departments and institutions harbouring excellent research and education provide patient care at the highest medical level with around 11.000 employees.

Workplace	Campus Innenstadt	Date of entry	Next Possible Date
Working hours	Part time	Application deadline	Swift
Institution	Institut und Poliklinik für Arbeits- Sozial- und Umweltmedizin	Reference Number	2025-K-0053
Department	Kommunikation und Verwaltung		

Scope of duties

- The primary focus is supporting the CIH Office in its communication and dissemination as well as administrative tasks.
- Responsibilities include the support in social media and the CIH newsletter, financial administration, support in the project reporting to the German Academic Exchange Service (DAAD) as well as support in the CIH membership management.

Our requirements

- You have good IT skills (MS Office, especially Excel).
- You also have good graphic design skills using online tools such as Canva.
- You have an affinity for social media.
- C1 German language skills and at least B2 English language skills are required.
- You will assist in setting up the new website and maintaining it with the latest content.
- You will be responsible for tracking media mentions, website traffic and social media engagement.
- You will create videos, infographics and other multimedia content.
- We require creativity, precision and an eye for detail.
- You have the ability and willingness to integrate into an international team.
- You have student status up to and including the winter semester 2025/26.

Our offer

- We offer you a job in the heart of Munich with very good transport connections and the possibility of mobile working (on a part-time basis).
- An interesting range of tasks in an interdisciplinary and international team.
- Flexible working hours of up to 19 hours per week are possible.
- Remuneration is based on the collective agreement for the public service of the federal states (TV-L) including all customary public service allowances.
- The part-time position (80%) is initially limited until 31.12.2025.

Offers and services of the employer



Further education and training



Company pension scheme



Childcare services



Mobile work (if suitable)



Job ticket



Discounts



Staff accommodation (if available)

Frau Perdomo Marquez, Isabel



089 4400 52485

Application format

Please use the Online-Form for your application

<http://www.lmu-klinikum.de/d9dd9cf2e7cc26a5>

Disabled persons will be preferentially considered in case of equal qualification. Presentation costs cannot be refunded.

Please note that we cannot reimburse travel expenses incurred through interviews.

We ask you for your understanding that postal applications will not be returned, but will be destroyed in accordance with data protection regulations. The data usage information also applies to postal applications