



At the Office of Dean of Studies for Mechanical Engineering there is a position as

Student Assistant (m/f/d)

(20 hours/month)

to be occupied from 01.08.2023. The position is initially limited to 3 months, a longer-term cooperation is desired. We offer a standard university payment rate.

Tasks

Your responsibilities include:

- Supporting the Team Optical Technologies (Team OT) during study consultation hours. You will try to provide solutions to student's problem.
- Supporting Admissions Committee in processing incoming applications. You will review application documents for the Optical Technologies during the submission period and prepare an overview of the given criteria of the applicants compared to the requirements of the official admission regulations.

Requirements for employment

- Willingness to quickly learn and understand the structure of study programme Optical Technologies is essential.
- Language Requirement: Well written and spoken English skills. German language will be an additional bonus.
- Good Knowledge of Microsoft Office Suite.
- Strong communication skills.
- In addition, we require careful, independent and conscientious work, as well as a responsible way of working within a multi-member team.

Severely handicapped applicants with the same qualifications are preferred.

For further information please contact:

Mr. Singh

Phone: 0511 / 762-14451

opticaltechnologies@maschinenbau.uni-hannover.de

Please send your application with the usual documents (CV and letter of motivation) by e-mail to opticaltechnologies@maschinenbau.uni-hannover.de.

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